ANNUAL REPORT TO PARLIAMENT

2013-14

PRIVACY ACT

Department of Justice Canada

Department of Justice Canada | Ministère de la Justice Canada

Canada

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INTRODUCTION

The *Privacy Act* (PA) was proclaimed into force on July 1, 1983.

The PA extends to individuals the right of access to information about themselves held by the Government, subject to specific and limited exceptions. The PA also protects individuals' privacy by preventing others from having access to their personal information and gives individuals substantial control over the collection, use, and disclosure by the federal government of such information.

Section 72 of the PA requires that the head of every government institution prepare for submission to Parliament an annual report on the administration of the PA within the institution during each financial year.

This thirty-first Annual Report on the Administration of the PA 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 2013-2014.

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 PA 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.

PRIVACY 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 PA. The Coordinator is also responsible for related policies, systems and procedures stemming from the PA.

The responsibility for the coordination of new data collection at the Department of Justice also lies with the ATIP Coordinator. This ensures compliance with the PA and, as necessary, the creation of new Personal Information Banks or Program Records.

The activities of the ATIP Office include:

- Processing requests under the PA;
- Acting as spokesperson for the Department in dealings with the Treasury Board Secretariat, the Information and Privacy Commissioners and other government departments and agencies regarding the application of the PA as they relate to the Department;
- Responding to consultation requests submitted by other federal institutions on Justice documents located in their files and on records that may be subject to solicitor-client privilege;
- Coordinating, reviewing and approving new entries and modifications to *Info Source*, an annual Government of Canada publication 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 PA by the Department;
- Promoting awareness of the PA to ensure departmental respect of the obligations imposed on the Government;
- Monitoring departmental compliance with the PA, its regulations and relevant procedures and policies; and,
- Participating in and advising on the preparation of Privacy Impact Assessments (PIA).

ORGANIZATION FOR THE IMPLEMENTATION OF PRIVACY 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.

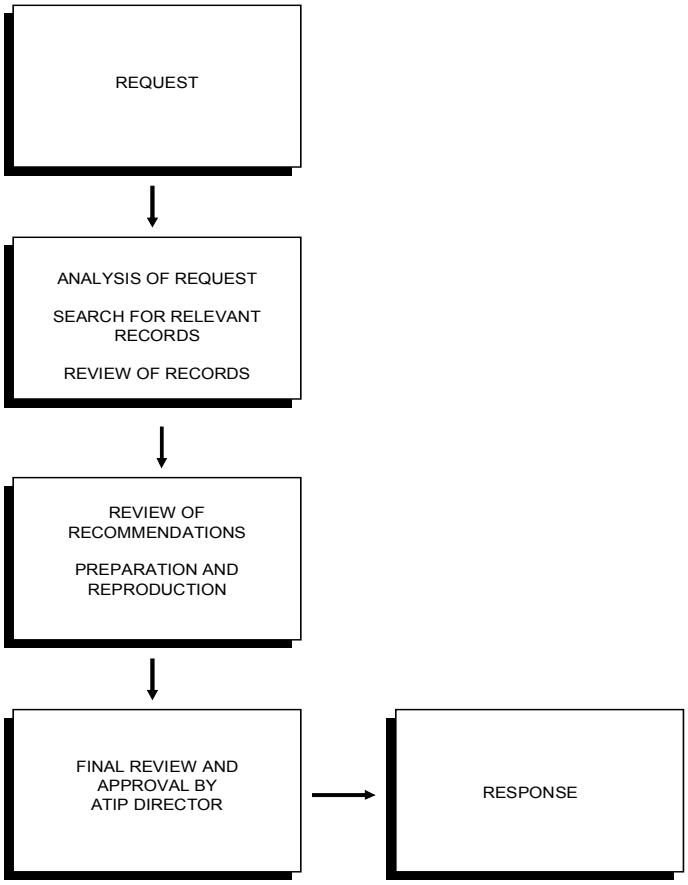
Within the ATIP Office, in proportion to the administration of the PA, four employees were dedicated on a full-time basis to the administration of the PA and related functions.

Officials of the Department were directly involved in the application of the PA 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 the next page.

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 four person-years were utilized in the administration of the PA. The salary expenditures amounted to $289,558.00.

The administrative expenditures amounted to $57,320.00 which includes professional services contracts.

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 2013-2014, the ATIP Office has accomplished the following:

- To better serve Canadians, the Department of Justice has joined the Request and Pay Online pilot service that was launched on April 9, 2013. It is now possible for Canadians to submit requests under the PA through an online channel;

- To ensure that the consultation process remains as efficient as possible, the Department has developed guidelines for the ATIP community that clarify our role in requests that have been received by other federal government institutions pursuant to the PA. Additionally, we have updated and communicated our service standards to assist the community in estimating the turnaround time for consultations with our Department. The timeframes are reviewed periodically to ensure that they remain current;

- Since the majority of consultations with our Office involve the application of solicitor-client privilege, we have also begun providing training to the ATIP Community that focuses on the application of solicitor-client privilege;

- The Department of Justice continues to post its Annual Reports to Parliament to the Department's Internet website, thereby improving communications with requesters and to promote transparency;

- Created internal procedures and guidelines on the application of several sections of the Act, including s. 27 [solicitor-client privilege] legal billings, legal advice, litigation privilege, extensions and settlement privilege;

- Continued to update its internal procedures in order to process Privacy requests more efficiently and 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 PA.

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

- Office of the Federal Ombudsman for Victims of Crime (10 employees);
- Deputy Minister's Office, Communications Branch and the Ministerial Secretariat (12 employees); and
- Youth Justice and Strategic Initiatives Section (8 employees).

The Centre for Information and Privacy Law (CIPL) also offered training on different sections of the Act to the Department of Justice:

- Atlantic Regional Office; Veterans Affairs Canada, Legal Services; and officials (85 employees);
- During the Health Canada Legal Services' Retreat (70 employees); and
- Cabinet Confidences to two officials in the Department's Prairie and the Ontario Regional Offices.

In addition, formal training was offered through the Department of Justice's Learning Program, for an additional 160 employees:

- The Fundamentals of ATIP (55 employees);
- What Justice Employees Need to Know About the Law (ATIP component) (43 employees); and

- Solicitor-Client Privilege Fundamentals (62 employees).

ATIP training is also part of the recommended courses under the values and ethic 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.

Furthermore, a key priority in 2013-14 was to increase outreach activities for the wider ATIP community. As a complement to updating and communicating our service standards regarding consultations, the ATIP Office, in partnership with the CIPL, began offering a workshop that assists other practitioners in understanding solicitor-client privilege in the federal government context, when and how to apply the relevant exemptions to a record and when to consult the Department for additional input. This training was developed to share expertise for the purpose of increasing consistency within the community as well as to encourage best practices that would assist in making the consultation process between the Department and other institutions more efficient. These bilingual sessions were provided to the following institutions:

- Canada Border Services Agency (two sessions, for a total of 33 employees);
- Transport Canada (35 employees); and
- Fisheries and Oceans Canada (18 employees).

CIPL also provided training on behalf of the Treasury Board Secretariat to the Government of Canada ATIP Practitioners (57 participants).

In July 2013, the responsibility for determining whether information is excluded as a Cabinet Confidence under the Act was transferred from Privy Council Office to the Department of Justice. Accordingly, the Department of Justice, TBS and the Privy Council Office Legal Counsel have provided information sessions on Cabinet Confidences to over 200 employees.

The CIPL, on behalf of TBS, also provided an information session to the Government of Canada Practitioners (approximately 30 employees).

To promote awareness, the ATIP Office also held an information kiosk during the international event *Right to Know Week*.

Moreover, ATIP employees regularly participate in collective awareness sessions with the ATIP Counsel to review recent jurisprudence and case law related to the PA. 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.

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 *PRIVACY ACT*

REQUESTS UNDER THE *PRIVACY ACT*

I. Statistical Report

The annual statistical report for fiscal year 2013-2014 is included at the end of this chapter.

II. Interpretation of the Statistical Report

Overview of Requests Pursuant to the *Privacy Act*

Fiscal Year	# of Requests Received	# of Requests Completed	# of Pages Processed	#of Pages Released
2013-2014	177	181	46,471	20,207
2012-2013	89	88	38,888	14,170
2011-2012	84	74	36,829	15,119

Requests Received Pursuant to the *Privacy Act*

177 requests were received during the period under review. In addition, 23 requests were carried forward from previous years, for a total of 200 requests.

Request Completed Pursuant to the *Privacy Act*

181 requests were completed during the period under review. 19 requests were carried forward to be completed in fiscal year 2014-2015.

Of 181 requests, 160 (88%) were completed within the allowable time limits.

There was an increase in the number of requests completed and pages reviewed from those of the previous year. Responding to formal privacy requests involved the review of 46,471 pages, of which 20,207 pages were partially or entirely disclosed.

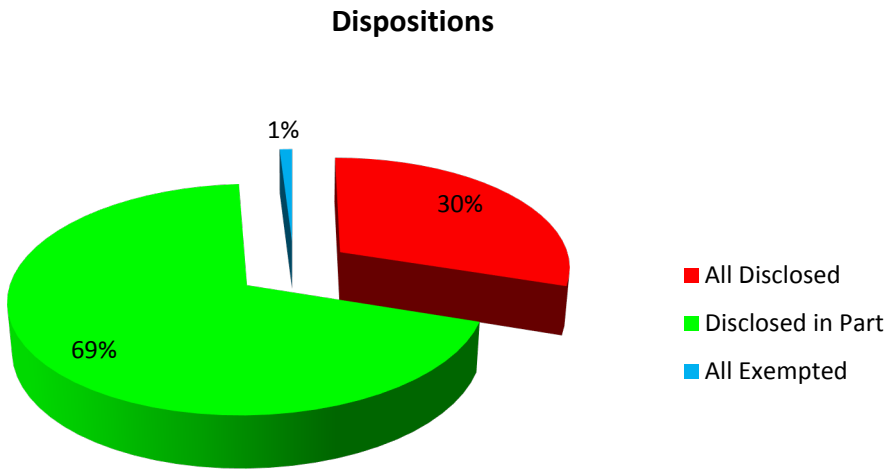
Disposition of Completed Requests

Of the 181 requests completed in fiscal year 2013-2014:

- No relevant records existed under the control of the Department of Justice in 105 cases; and
- 15 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 that was requested by the ATIP Office.

The remaining 61 requests were released in the following manner:

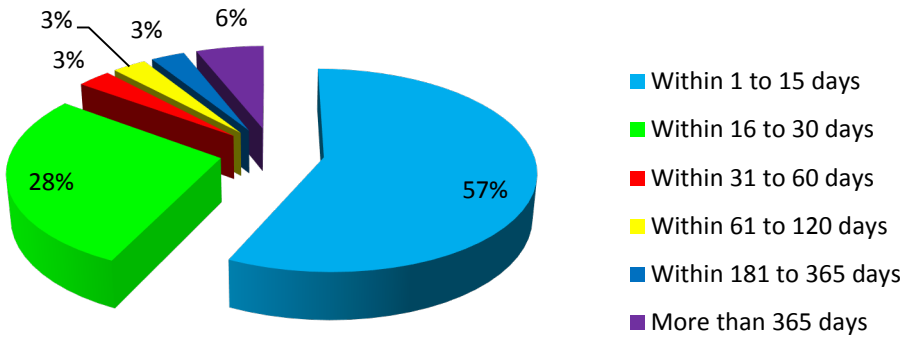
- 18 were fully disclosed (30%);
- 42 were partially disclosed (69%); and
- 1 was exempted in its entirety (1%).



Completion Time and Extensions

Out of the 181 requests completed in 2013-2014, 155 (85%) were processed within 30 days or less.

Processing Timeframes



The ATIP Office routinely monitors the processing time for privacy requests. This routine monitoring is done through various statistical reports (weekly, monthly, quarterly and yearly) and meetings with ATIP staff to ensure that requests are being processed in a most timely manner. All ATIP staff, portfolio contacts and senior management are made aware of the performance metrics.

In some instances the Department found it necessary to seek extensions to the prescribed time limits due to the need to consult with other government institutions (7 times) and interference with operations (3 times).

Exemptions Invoked

The Department invoked exemptions under the PA for 43 requests. Section 26 was invoked the most (41 times), which exempts personal information relating to an individual other than the requesters' information, followed by section 27 (30 times) which exempts information relating to solicitor-client privilege.

Exclusions Cited

The Department did not invoke any exclusion.

Method of Access

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.

A total of 12 requesters chose to receive information on CD-ROM, thus reducing the ATIP Office's paper footprint.

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
2013-2014	123	5,034	126	6,187
2012-2013	151	7,780	160	8,725
2011-2012	201	29,758	191	17,923

During the period under review, the Department received 123 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, 13 consultations were outstanding from previous years and carried over, for a total of 136. In total, the Department was asked to review 5,034 pages of information for these consultations.

Of the 136 consultations active throughout the reporting period, 126 were completed during the 2013-2014 fiscal year and the remaining amount, 10, were carried forward to be completed in fiscal year 2014-2015.

IV. Other Types of Requests

Advice

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

V. Complaints, Investigations and Federal Court Cases

Complaints Filed

18 complaints were filed with the Office of the Privacy Commissioner (OPC) during the reporting period. The reasons for the complaints were as follows:

- 3 related to time limits;
- 6 concerned the exemption or exclusion of information; and
- 9 concerned the handling of the request.

Completed Investigations

Complaint findings are defined as follows:

- Well founded: The OPC found evidence of the complainant's rights being denied under the PA.

- Not well founded: The investigation uncovered no evidence leading the OPC to conclude that the Government institution violated the complainant's rights under the PA.

- Well-founded/resolved: When the allegations are substantiated by the investigation and the Government institution has agreed to take corrective measures to rectify the problem.

- Settled during course of investigation: This is not a formal finding, but an acceptable means to dispose of a complaint when the investigation has been completed, and the complainant is satisfied with the efforts of the OPC and does not wish to pursue the issue any further.

- Discontinued: The complaint was withdrawn or abandoned by the complainant before allegations were fully investigated.

Fourteen (14) investigations were completed during the reporting period, some of which had been carried forward from previous years. Out of the fourteen, 5 were not well founded and 9 were well founded. No key issues were raised as a result of these complaints.

At the end of the fiscal year, 21 complaints were still under investigation by the OPC.

Review by the Federal Court of Canada

Three (3) new applications were filed before the Federal Court, one pursuant to section 41 of the PA and two pursuant to section 42 of the PA.

VI. Request for Correction of Personal Information

Paragraph 12(2)(a) of the PA provides that every individual given access to personal information about himself or herself that has been used, is being used, or is available for use for an administrative purpose is entitled to request correction of such information where the individual believes there is an error or omission therein.

The Department of Justice has not received any request for correction of personal information during the reporting period.

VII. Use and Disclosure

It is the Department of Justice's policy that personal information be used solely for the purpose for which it is collected or for a consistent use as described in the *Info Source* publication.

VIII. Disclosure under Paragraph 8(2)

Sub-paragraph 8(2)(m) permits the disclosure of personal information in situations where the public interest in disclosure clearly outweighs any invasion of privacy that could result from the disclosure or when the disclosure would clearly benefit the individual to whom the information relates. The Privacy Commissioner must be informed of disclosures to be made under these provisions.

The Department did not disclose personal information pursuant to paragraph 8(2)(m) during the reporting period.

IX. Exempt Banks

The Department of Justice has no exempt banks under the PA.

X. Audits Conducted by the Privacy Commissioner

Pursuant to subsection 37(1) of the PA, the Privacy Commissioner may carry out investigations in respect of personal information under the control of government institutions to ensure compliance with paragraphs 4 to 8.

No formal investigations by the Commissioner were completed during the reporting period.

XI Privacy Breaches

The Department of Justice informed the Privacy Commissioner of four missing boxes of documents containing taxpayer information. Extensive measures were undertaken to locate the missing boxes and steps were also taken to avoid future incidents of this nature. The Department of Justice and the Canada Revenue Agency worked together to notify the affected individuals. To date, we have no information that any of the personal information has been disclosed.

XII. Privacy Impact Assessments (PIA)

PIA are a means to ensure that privacy principles are taken into account during the design, implementation, and evolution of programs and services that involve personal information. Programs and services with potential privacy risks are required to undergo a PIA.

No PIAs were completed during this reporting period.

PRIVACY ACT

ANNUAL STATISTICAL REPORT
April 1, 2013 to March 31, 2014

Government of Canada / Gouvernement du Canada

Statistical Report on the *Privacy Act*

Name of institution: Department of Justice Canada

Reporting period: 2013-04-01 to 2014-03-31

PART 1 – Requests under the *Privacy Act*

	Number of Requests
Received during reporting period	177
Outstanding from previous reporting period	23
Total	200
Closed during reporting period	181
Carried over to next reporting period	19

PART 2 – Requests closed during the reporting period

2.1 Disposition and completion time

Disposition of requests	Completion Time							
	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	Total
All disclosed	8	10	0	0	0	0	0	18
Disclosed in part	2	19	5	5	0	5	6	42
All exempted	0	0	0	0	0	0	1	1
All excluded	0	0	0	0	0	0	0	0
No records exist	83	22	0	0	0	0	0	105
Request abandoned	11	0	0	0	0	0	4	15
Total	104	51	5	5	0	5	11	181

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)	2	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	1
19(1)(e)	0	22(2)	0	26	41
19(1)(f)	0	22.1	0	27	30
20	0	22.2	0	28	0
21	3	22.3	0		

2.3 Exclusions

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

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	18	0	0
Disclosed in part	30	12	0
Total	48	12	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	274	262	18
Disclosed in part	43699	19945	42
All exempted	2371	0	1
All excluded	0	0	0
Request abandoned	127	0	15

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	18	262	0	0	0	0	0	0	0	0
Disclosed in part	14	392	11	1694	7	2555	7	8376	3	6928
All exempted	0	0	0	0	0	0	1	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	14	0	1	0	0	0	0	0	0	0
Total	46	654	12	1694	7	2555	8	8376	3	6928

2.5.3 Other complexities

Disposition	Consultation required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	10	2	1	0	13
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	1	0	0	0	1
Total	11	2	1	0	14

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
21	16	3	0	2

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	0	1	1
16 to 30 days	0	1	1
31 to 60 days	1	0	1
61 to 120 days	2	0	2
121 to 180 days	2	0	2
181 to 365 days	3	0	3
More than 365 days	9	2	11
Total	17	4	21

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 subsection 8(2)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Total
0	0	0

PART 4 – Requests for correction of personal information and notations

	Number
Requests for correction received	0
Requests for correction accepted	0
Requests for correction refused	0
Notations attached	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	3	0	5	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	2	0
Total	3	0	7	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	1	0	1	0
16 to 30 days	2	0	6	0
Total	3	0	7	0

PART 6 – Consultations received from other institutions and organizations

6.1 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	123	5034	0	0
Outstanding from the previous reporting period	13	1153	0	0
Total	136	6187	0	0
Closed during the reporting period	126	5657	0	0
Pending at the end of the reporting period	10	530	0	0

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

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	Total
Disclose entirely	12	3	2	0	0	0	0	17
Disclose in part	29	26	21	6	1	3	0	86
Exempt entirely	4	6	4	1	0	0	0	15
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	8	0	0	0	0	0	0	8
Total	53	35	27	7	1	3	0	126

6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	Total
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
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	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

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	0	0

PART 8 – Resources related to the *Privacy Act*

8.1 Costs

Expenditures		Amount
Salaries		$289,558
Overtime		$0
Goods and Services		$57,320
- Contracts for privacy impact assessments	$0	
- Professional services contracts	$44,496	
- Other	$12,824	
Total		**$346,878**

8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	3.84	0.00	3.84
Part-time and casual employees	0.00	0.05	0.05
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.22	0.00	0.22
Students	0.00	0.00	0.00
Total	4.06	0.05	4.10

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	*Privacy Act* and Regulations/Loi sur la protection des renseignements personnels et règlements	*Access to Information Act* 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

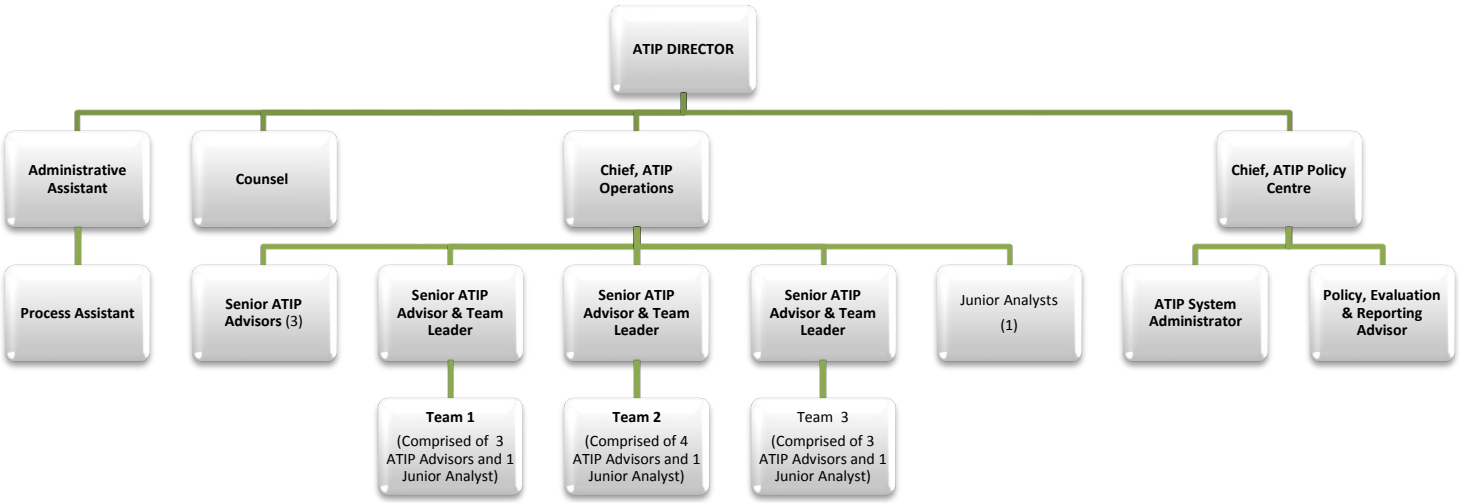
Daté, en la ville d'Ottawa,
ce 28e jour de novembre 2012

MINISTRE DE LA JUSTICE
L'HONORABLE ROBERT NICHOLSON

THE HONOURABLE ROBERT NICHOLSON
MINISTER OF JUSTICE

APPENDIX A

ORGANIZATIONAL CHART


ATIP DIRECTOR
Administrative Assistant
Counsel
Chief, ATIP Operations
Chief, ATIP Policy Centre
Process Assistant
Senior ATIP Advisors (3)
Senior ATIP Advisor & Team Leader
Senior ATIP Advisor & Team Leader
Senior ATIP Advisor & Team Leader
Junior Analysts (1)
ATIP System Administrator
Policy, Evaluation & Reporting Advisor
Team 1 (Comprised of 3 ATIP Advisors and 1 Junior Analyst)
Team 2 (Comprised of 4 ATIP Advisors and 1 Junior Analyst)
Team 3 (Comprised of 3 ATIP Advisors and 1 Junior Analyst)