

and a description of all Personal Information Banks and Classes of Personal Information under its control.

#### ATIP IMPLEMENTATION

8. Privacy requests to the Department have been relatively small in number and straight-forward in nature, involving passport information in most cases. We have had no difficulty handling these with the available personnel.

9. A reading room has been established in a public access area of the Department's headquarters adjacent to the ATIP Office. All current departmental manuals, and the Personal Information Index and Personal Information Request Forms are available for use by applicants.

#### FORMAL/INFORMAL INTERFACE

10. In addition to formal requests for personal information, the Department continues to respond to informal requests. The volume of such informal requests is generally equal to, if not greater than, the number of formal requests received.

#### INSTITUTIONAL POLICIES

##### (a) Disclosures under Section 8(2)(e)

11. The Department will respond to legitimate requests from authorized investigative bodies for disclosures of personal information providing that they are submitted in writing and meet the requirements specified