

Part II - Privacy

Statistical Report - Information/Explanation

During FY 1994-95, 45 Privacy requests were received by the department. One request was carried over from the previous reporting year. Of these 45, 40 were completed during the reporting year, and processed as follows:

All disclosed	23
Disclosed in part	8
Nothing disclosed (exempt)	0
Unable to process	5
Abandoned	2
Transferred	2
TOTAL COMPLETED	40

28 of the completed requests were answered within 30 days, another 12 took up to 60 days, and none exceeded 60 days. This represents both a slight improvement in the percentage of requests within 30 days, and a significant improvement in eliminating excessively lengthy completion times.

As Senior Advisor on Privacy for the department, the Coordinator regularly provides advice and guidance on important and sensitive policy issues, including the handling and protection of personal information on employee files and personal information on others gathered and held on departmental files. Regular intra-departmental briefings and accumulating experience are resulting in growing awareness of the need to meet the requirements of the Privacy Act and the Coordinator's Office is consulted with increasing frequency by departmental units at home and abroad on the proper handling and protection of information concerning individuals. Informal requests for personal information from the department's information banks are also handled in the Coordinator's Office.

The expenses given in **Annex C** are estimates of salary and operations for the Office of the Coordinator for Access to Information and Privacy Protection. The figures combine Access and Privacy since a breakdown for each Act is not practical.