

Part II - Privacy

Statistical Report - Information/Explanation

During FY 1993-94, 33 Privacy requests were received by the department. Eight requests were carried over from the previous reporting year. Of these 41, 40 (98%) were completed during the reporting year, and processed as follows:

| | |
|----------------------------|-----------|
| All disclosed | 18 |
| Disclosed in part | 8 |
| Nothing disclosed (exempt) | 1 |
| Unable to process | 9 |
| Abandoned | 0 |
| Transferred | 4 |
| TOTAL COMPLETED | 40 |

27 (68%) of the completed requests were answered within 30 days, another 8 took up to 60 days, while 5 exceeded the 60-day limit.

The decline in privacy requests may reflect the termination of requests for immigration files, as well as an increasing tendency to provide personal information to employees and others through informal channels. The length of time taken to process some may also reflect the increasing difficulty of those that remained.

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.