

## II. Main Activities of the ATIP office

1. Developing, co-ordinating and implementing effective policies, guidelines and procedures to manage the Department's compliance with both *Acts*.
2. Monitoring departmental compliance with both *Acts*, accompanying regulations and relevant procedures and policies; all requests submitted to the Department within Canada or at Canadian missions abroad are replied to by the ATIP Office in Ottawa.
3. Promoting awareness of both *Acts* through briefings and guidance to departmental units on compliance with the legislation.
4. Responding to requests for release of personal information to federal investigative agencies under Section 8(2)(e) of the *Privacy Act*.
5. Consulting with foreign governments, on behalf of other government departments, through Canadian posts abroad or resident foreign missions in Canada.
6. Handling requests by foreign governments regarding the declassification and disclosure of Canadian documents.
7. Collecting, under various legislative authorities or otherwise, commercial information in confidence from Canadian companies operating abroad or dealing with foreign governments. In the event of requests for such information, the Department, if it determines it has no substantive interest in the information, will undertake appropriate notification or consultation with interested parties before considering disclosure of any records.
8. Screening departmental records prior to transfer to the National Archives.

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