

# Part II - Privacy

## Statistical Report - Information/Explanation

During FY 1997-98, 62 Privacy requests were received by the Department. Four requests were carried over from the previous reporting year. Of these 66, 64 were completed during the reporting year. They were processed as follows:

All disclosed	29
Disclosed in part	16
Nothing disclosed (excluded)	0
Nothing disclosed (exempt)	0
Unable to process	4
Abandoned	1
Transferred	14
<b>TOTAL COMPLETED</b>	<b>64</b>

Forty-two of the completed requests were answered within 30 days, 17 took up to 60 days and 5 exceeded 60 days.

As Senior Advisor on Privacy for the Department, the Director of the Access to Information and Privacy Protection Division (the ATIP Office) 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 ATIP 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 ATIP Office.

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

## Formal/Informal Interface

There is no change since the last report. Employees of the Department continue to be able to access personnel files on an informal basis, usually without recourse to the Director of the ATIP Office. Requests from individuals have been handled as expeditiously as possible