

Access to information and privacy

The Co-ordinator for Access to Information and Privacy was responsible for processing all formal requests for access to government records controlled by the Department of External Affairs, in accordance with the Access to Information and Privacy legislation. From April 1, 1984, to March 31, 1985, 72 requests were received under the Access to Information Act and 31 under the Privacy Act. The distribution of the Access requests was as follows: media 49 per cent, academic 13 per cent, business 2 per cent, organizations 13 per cent and public 23 per cent.

The Co-ordinator also prepared the Department's annual contribution to the Access Register and the Personal Information Index, which provide information to the public. This includes a description of the organization of the Department, details of its programs and functions, a description of all classes of records under its control and a list of all manuals used in carrying out its responsibilities. The Co-ordinator also supervised the screening of departmental files for transfer to the Public Archives.