

DIVISION

Access to Information and Privacy Protection Division (DCP)

RESPONSIBILITIES

- Point of coordination for the administration and application of the *Access to Information Act* and the *Privacy Act*.
- Has authority to respond to *Acts* on behalf of the Head of the institution.
- Responsible for responding to requests for information under the provisions of the *Act*, as well as the protection of personal information held by the Department.
- Must work within deadlines, ensure compliance with the law and protect the interests of the Department by applying the legislation to prevent disclosure of sensitive information.
- Must ensure the protection of personal information held by the Department, but also facilitate access to that information by the individuals themselves.
- Consults with other departments, foreign governments and third parties (commercial interests) to determine sensitivity of information requested.
- Alerts communications specialists and parliamentary affairs staff to prepare appropriately for release of information to the public.
- Liaises with deputies' and ministers' offices.
- Defends the Department's positions in complaints to the Information Commissioner and Federal Court.
- Provides policy advice and guidance on issues related to the legislation and its interpretation.

NOT IN AREA OF RESPONSIBILITY

- Responses to requests for information related to audits.
- Information management within the Department.
- Release of information not formally requested under provisions of the *Acts*.

TIME LINES

- Must provide information requested within the legislated deadlines (normally 30 calendar days) or face investigation by the Office of the Information Commissioner of Canada or the Privacy Commissioner of Canada.
- Upon specific request, ministerial staff can review certain records requested that are of direct interest to the Minister. Five working days are the normal time that such files are left for review—after which time, they are automatically released to requester to ensure compliance with the legislative deadlines.
- Must respond immediately to investigations as a result of formal complaints to the Information Commissioner or Privacy Commissioner.
- Must respond to Federal Court requirements.

