

## Part II - Privacy

### Statistical Report - Information/Explanation

During FY 1995-96, 51 Privacy requests were received by the department. Six requests were carried over from the previous reporting year. Of these 57, 47 were completed during the reporting year (an increase of some 16% over the previous year), and processed as follows:

All disclosed	15
Disclosed in part	19
Nothing disclosed (exempt)	1
Unable to process	8
Abandoned	3
Transferred	1
<b>TOTAL COMPLETED</b>	<b>47</b>

Thirty-one of the completed requests were answered within 30 days, another 9 took up to 60 days, and 7 exceeded 60 days.

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.

### 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 Coordinator. Requests from individuals have been handled as expeditiously as possible formally and informally.