

STATISTICAL REPORT - INTERPRETATION/EXPLANATION

During the period under review, 84 Privacy requests were received by the Department. Eight requests were carried over from the previous reporting year. Of these 92, 83 (90%) were completed during the reporting year, and processed as follows:

| | |
|----------------------------|-----------|
| All disclosed | 30 |
| Disclosed in part | 27 |
| Nothing disclosed (exempt) | 03 |
| Unable to process | 16 |
| Abandoned | 05 |
| Transferred | <u>02</u> |
| TOTAL COMPLETED | 83 |

Forty-five requests (54%) of the completed requests were answered within 30 days, another 26 took up to 60 days, while 12 exceeded the 60-day limit.

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.

Expenses generally relate to personnel costs. The declared costs figure of \$245,100. given in Annex C is the combined salary and operations cost for the Office of the Access and Privacy Coordinator; a breakdown for each Act is not practical.