

INTRODUCTION

This second Privacy Act report for the Department of External Affairs covers the period from April 1, 1984 to March 31, 1985.

STATISTICAL REPORT

- 2. The attached Report on the Privacy Act (Appendix A) contains the detailed statistics that are required under the Act.
3. A total of 31 formal privacy requests was received during the reporting period and 8 were brought forward from the prior year; of these requests 36 were completed.
4. In calculating the costs for officers and support staff involved in the implementation of the Act, we have taken the annual salaries of the individuals and divided them by 220 (the number of working days) to obtain a daily cost. The daily cost was then divided by $7\frac{1}{2}$ to get the hourly cost. The number of days during the period under review (249) was used to calculate the total costs. The reported personnel costs represent the salary costs of the personnel of the Access to Information and Privacy Office, who devote approximately one-quarter of their time to Privacy-related duties, plus the salary cost of other departmental personnel involved in processing individual request. The figure listed in the "other" costs column represents operating costs such as photo-copying.