

## **Requests for Correction of Information**

No requests for correction of information held by the Department were received during the period of this report.

As Senior Advisor on privacy issues to the Department, the Director of the Access to Information and Privacy Protection Division (the ATIP Office) regularly provides advice and guidance on important and sensitive policy issues, including the handling and protection of personal information on employee files as well as personal information on others gathered and held on departmental files. Regular intra-departmental briefings and accumulated experience, from training and individual file processing, are resulting in growing awareness of the need to meet the requirements of the *Privacy Act*. The ATIP Office is consulted with increasing frequency by departmental units at headquarters 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 ATIP Office.

## **Formal/Informal Interface**

There has been no change since the last report. Employees of the Department continue to be able to have access to personnel files on an informal basis, usually without recourse to the ATIP Office. Requests from individuals have been handled as expeditiously as possible, formally and informally.

## **Designation Order**

The current list of officials, by title, who have been designated by the Minister to exercise powers under the *Act* is provided at the end of this report, as Annex D.

## **Disclosures under 8(2)(e)**

One hundred and seventy-seven requests for disclosure under Section 8(2)(e) of the *Privacy Act* were received by the Department from federal investigative bodies and all were processed in accordance with the Act.

## **Use and Disclosure**

As the Department controls only a limited number of Personal Information Banks, the implementation of the Use and Disclosure code with respect to personal information has not been a problem.