



Report on the Administration of the *Privacy Act*

2017-2018 Annual Report



Royal Canadian Mint

Privacy Act

2017-2018 Annual Report to Parliament

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I. Introduction

The purpose of the *Privacy Act* (the Act) is to extend the present laws of Canada that protect the privacy of individuals with respect to personal information about themselves held by a government institution and that provide individuals with a right of access to that information.

This Annual Report provides an account of the Royal Canadian Mint's administration of the *Privacy Act* during the period of April 1, 2017 to March 31, 2018. The Annual Report is prepared and tabled in Parliament in accordance with section 72 of the Act.

A. *Royal Canadian Mint*

The Royal Canadian Mint (Mint), originally a branch of Britain's Royal Mint, struck the Dominion's first domestically produced coin in 1908, and became a wholly Canadian institution in 1931. A fully commercial Crown corporation since 1969, the Mint operates for profit and its scope of activities extends throughout the world. It is classified as a Schedule III-II Corporation under the *Financial Administration Act*, the category reserved for organizations that conduct commercial operations and are self-sufficient. The Mint reports to Parliament through the Minister of Finance.

Subsection 3(2) of the *Royal Canadian Mint Act* establishes the mandate of the Mint "*to mint coins in anticipation of profit and to carry out other related activities.*" The Mint produces and arranges for the production and supply of coins of the currency of Canada. It also produces circulation and non-circulation coins for foreign countries, produces and markets bullion coins, operates gold and silver refineries as well as conducts coin-related manufacturing and commercial activities that generate profits.

The Mint markets its goods and services throughout Canada and in many countries around the world. Its continued success and vitality as a corporation depend upon its ability to respond quickly to market demands, compete and position itself in international and domestic markets. As a self-financing commercial Crown corporation, the Mint operates like a business while serving a public policy purpose, which is the production and distribution of Canadian circulation coins.

B. *RCMH-MRCF Inc.*

As part of its business development initiative, the Mint set up a wholly-owned subsidiary, RCMH-MRCF Inc., which was incorporated under the *Canada Business Corporations Act* in June 2002. This holding company was formed to help the Mint improve efficiency, manage the cost of products and increase profitability.

RCMH-MRCF Inc. is a holding company and does not employ staff but has nominated a President, a Corporate Secretary, and a Treasurer as the Corporation's Officers, all of whom are employees of the Mint. As a wholly-owned subsidiary, RCMH-MRCF Inc. is subject to the *Privacy Act*.

II. Organizational Structure

The Access to Information and Privacy (ATIP) Office is part of the Corporate Affairs Section within the Corporate and Legal Affairs Division of the Mint. The Director, Regulatory Affairs (Compliance), who is also the ATIP Coordinator, oversees the implementation of the *Privacy Act* within the Mint and its wholly-owned subsidiary, RCMH-MRCF Inc., and ensures compliance with the legislation.

In addition to the Coordinator, the ATIP Office is composed of a Senior Analyst, ATIP and an ATIP Generalist. All three full-time employees have duties pertaining to files other than ATIP and are therefore recorded as working part-time on the administration of the *Privacy Act*.

III. Delegation Orders

In order to meet legal and administrative obligations and responsibilities as they relate to the *Privacy Act*, the President and CEO of the Mint and the President of RCMH-MRCF Inc. have officially designated the ATIP Coordinator to exercise the powers and perform the duties and functions as set out in the organizations' respective Delegation Orders (Attachments 1 and 2). The Coordinator has full delegated authority.

The Senior Analyst, ATIP and the ATIP Generalist have also been delegated some authority under the Delegation Order for the Mint (Attachment 1).

IV. Highlights of the Statistical Report

The Statistical Report in Attachment 3 presents data on the processing of formal *Privacy Act* requests received by the Mint in 2017-18. This section provides a summary and interpretation of that data. Where possible, a trend analysis of the three previous years is provided. As detailed later in the report, there is no statistical information to report for RCMH-MRCF Inc. (Attachment 4). Note that the Mint also processes informal privacy requests from employees and customers as appropriate.

The following table presents a summary of the key data for the Mint (subsequent charts below provide more information).

Table 1 : Summary of Key Data

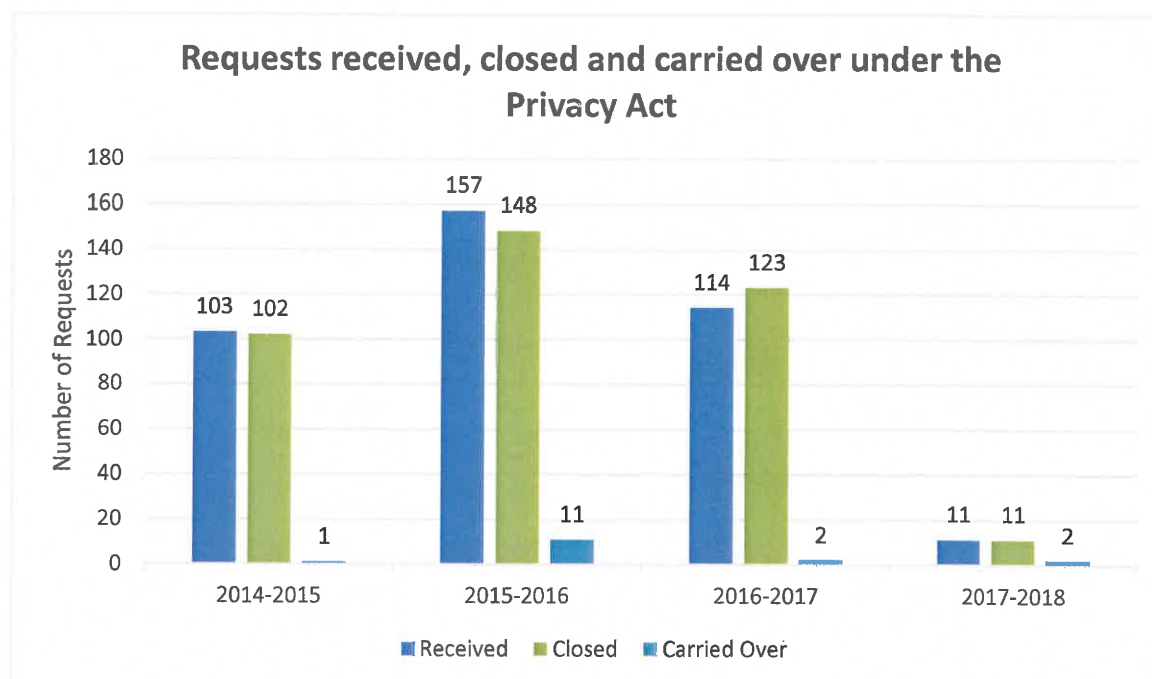
	2017- 2018	2016- 2017	2015- 2016	2014- 2015
Formal requests received under the Privacy Act	11	114	157	103
Requests completed during the reporting period	11	123	148	102
Requests completed within 30 calendar days	8	115	127	93
Requests completed within 31-60 calendar days	1	5	14	8
Requests completed within 61 or more calendar days	2	3	7	1
Public interest disclosures	0	0	0	0
Complaints to the Office of the Privacy Commissioner	0	0	0	0
Material privacy breaches	1	0	0	0

A. *Royal Canadian Mint*

During the 2017-18 reporting period, the Mint processed 13 requests, of which 11 were new requests and 2 were carried over from the previous reporting period. Of these 13 requests, 11 were closed and 2 were carried over to the 2018-19 reporting period. 2 requests (18%) were closed past the statutory deadline in this reporting period whereas in previous reporting periods, the comparable data is as follows: 7 (6%) in 2016-17; 18 (12% in 2015-16); and 4 (4%) in 2014-15.

The high number of requests received in the past three reporting periods (114 in 2016-17; 157 in 2015-16; and 103 in 2014-15) compared to this period was the result of customer requests for their purchase order history being treated and processed as formal *Privacy Act* requests. The process was changed in the latter half of the last reporting period such that these requests are now handled on an informal basis by the Mint's call centre. As a result and as intended, formal request numbers were significantly reduced for the current reporting period (11 new requests received). This procedural change has alleviated some of the request-processing burden on the ATIP office and reduced administrative wait times for customers seeking access to their order histories.

Figure 2: Requests received, closed and carried over



Disposition of Closed Requests

Of the 11 requests closed during this reporting period:

- 6 were fully disclosed;
- 3 were partially disclosed;
- 2 were abandoned.

Exemptions Used

The Mint invoked the following exemptions under the *Privacy Act*:

- Section 26 in 3 requests (personal information about another individual).
- Section 27 in 2 requests (solicitor-client privilege).

The most commonly used exemptions for privacy requests are Sections 26 and 27, with the former being the most frequently cited. In the last three reporting periods combined, Section 26 was applied in 14 requests and Section 27 in 7.

Information contained in requested records that was not the personal information of the applicant and not subject to other exemptions was withheld in accordance with subsection 12(1) of the *Privacy Act*.

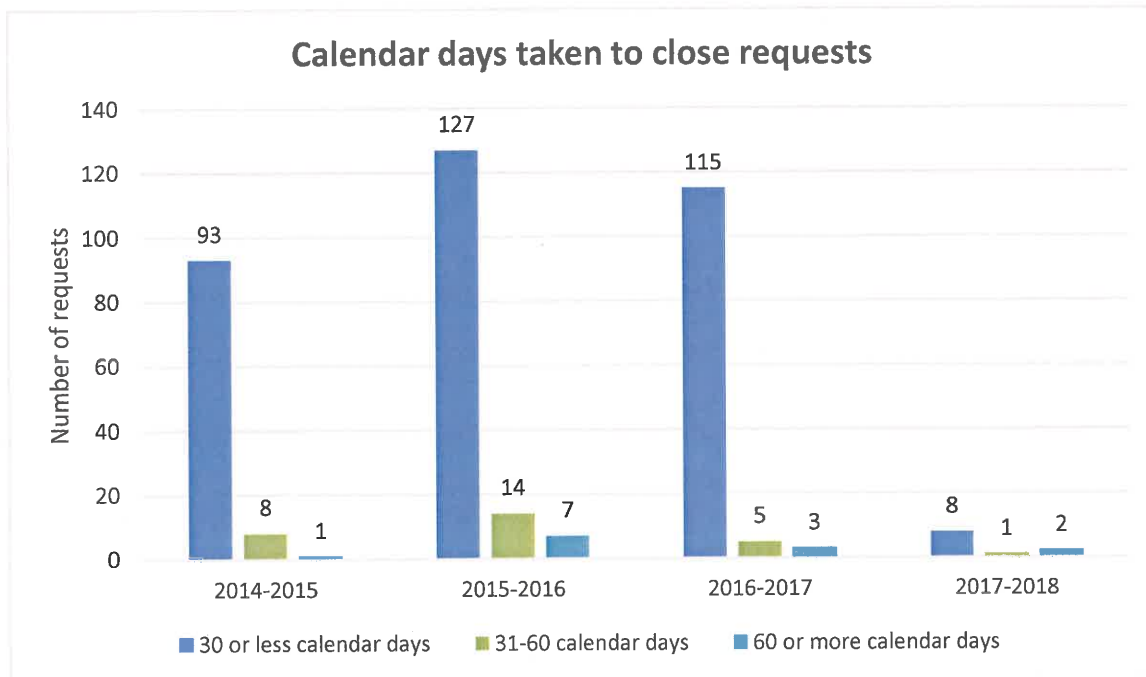
Completion Time and Extensions

Of the 11 requests that were closed during the reporting year, 8 (73%) were closed within the original 30-day statutory limit.

The remaining 3 requests were completed as follows:

- 1 request incurred a 30-day extension due to interference with operations and was completed within the extended deadline.
- 1 request incurred a 30-day extension due to interference with operations and was completed 6 days past the extended deadline.
- 1 request incurred a 30-day extension due to interference with operations and was completed 204 days past the extended deadline.

Figure 3: Calendar days taken to close requests



Size and Complexity

In 2017-18, the Mint processed 1727 pages of which 1349 were fully or partially disclosed. In comparison, the Mint processed 3,904 pages in 2016-17 and fully or partially disclosed 3,814 pages. The significantly higher number of disclosed pages in 2016-17 is accounted for by one very large request that was completed during that period and by the pages associated with the customer purchase order requests.

Correction of Personal Information

No request for correction of personal information was received during the current and previous three reporting periods.

Consultations from Other Institutions

No consultation from another government institution or organization was received during the current and previous three reporting periods.

Consultations on Cabinet Confidences

The Mint did not need to consult with the Privy Council Office on Section 70 of the *Privacy Act* during the current and previous three reporting periods.

B. RCMH-MRCF Inc.

The Mint's subsidiary RCMH-MRCF Inc. did not receive a request in 2017-18 or in the previous three reporting periods.

No request for consultation was received from another government institution or organization in the current or previous three reporting periods.

C. Resources Related to the Privacy Act

The cost of administering the Mint's program for this reporting period was estimated at \$142,235 and includes professional services contracts. It should be noted that these costs do not include the resources required by other areas of the Mint to search for responsive records.

In addition to salaries, contract costs were incurred pertaining to various privacy matters. Other costs were incurred for ATIP Office employees to attend privacy-related training.

In terms of resources, the number of person years dedicated to privacy activities was 1.23, which is consistent with the number of the previous reporting period (1.33).

V. Training and Awareness

In this reporting period, the ATIP Office carried out six training and education sessions pertaining in part to the *Privacy Act* and employee roles and responsibilities. One of these sessions was dedicated specifically to privacy breaches. Included in this training were directors, designated ATIP liaisons and outbound call center staff. A total of approximately 42 staff persons attended. Training on privacy matters also occurs throughout the year via meetings and informal briefings with employees working on projects and initiatives that have privacy components and impacts.

The Mint also undertook activities to raise privacy awareness within the organization. The ATIP Office created a one-page « *Privacy Act Primer* » document for its Board of Directors as a reference and education tool. Data privacy day (January 28, 2018) was also recognized with an all-staff message delivered in the Mint's weekly internal e-newsletter.

VI. Policies, Guidelines, Procedures and Initiatives

1. Internal Consultations: Over the course of the reporting period, the ATIP office continued to build on its more formalized internal privacy consultation process. 30 requests for privacy-related advice and guidance were received by the ATIP office from internal stakeholders such as Marketing & Communications, Procurement, and Corporate Health, Safety & Environment. The systematic tracking of these consults permitted for better consistency in responses, improved reporting and more fulsome trend analysis capabilities.

2. Info Source: As of December 2013, the Mint started self-publishing its *Info Source* chapter on its website, as required by the Treasury Board Secretariat (TBS). The Mint published an updated 2017 Info Source chapter in the current reporting period with significant changes to better meet TBS publishing requirements and to enhance user-friendliness. The Mint will continue to make changes and updates as required over the course of the next reporting period.

3. General Data Protection Regulation (GDPR): Over the course of the reporting period, the ATIP office undertook efforts to assess its state of readiness for the European Union (EU) GDPR, which would be in effect in the subsequent reporting period (May 25, 2018). The ATIP office led the initiative to conduct a data mapping exercise to determine which activities, if any, involved the personal information processing of EU data subjects and to determine the applicability of the GDPR

to such activities. The ATIP office provided regular briefings for senior executives and other affected internal stakeholders to keep them apprised of the GDPR's developments.

4. Privacy gap analysis: In this reporting period, the ATIP office initiated a privacy gap analysis to map TBS policy requirements of TBS privacy policies requirements against existing Mint controls (e.g. policies, processes, documentary material, practices etc.) using the principles of a Privacy Management Accountability Framework to identify any gaps in privacy policy governance. Work on the gap analysis was carried over into the next reporting period, during which time it will be completed. The comprehensive document will inform the Mint's privacy policy updates, assist in the prioritization of work, and identify policy requirements that may be in need of operationalizing.

VII. Key Issues and Actions Taken on Complaints or Audits

No complaints were received, and no audits were initiated or concluded, in the current and previous three reporting periods.

VIII. Monitoring Compliance

ATIP Office staff meets formally on a weekly basis for a fulsome discussion of all ATIP-related matters including request-processing time and monitoring. Informal discussions often occur daily. The ATIP Coordinator normally provides briefings to the VP, General Counsel and Corporate Secretary on a weekly basis, or as required.

IX. Material Privacy Breaches

One material breach impacting 719 individuals occurred in the current reporting period. A material privacy breach has the highest risk impact and is defined as one involving sensitive personal information and could reasonably be expected to cause serious injury or harm to the individual and/or involves a large number of affected individuals. In this instance, a former Mint employee disclosed and used personal information of Mint customers in an unauthorized manner. The Mint's containment actions successfully mitigated against any further uses and disclosures of the information and affected individuals were directly notified by letter. In accordance with the Directive on Privacy Practices, this breach was reported to the Office of the Privacy Commissioner and TBS.

No material privacy breaches occurred during the previous three reporting periods.

X. Privacy Impact Assessments

Privacy Impact Assessments (PIAs) ensure that the Mint's programs and activities are compliant with privacy requirements in accordance with the *Privacy Act* and best practices for privacy protection. The Mint has 4 open PIA files and work towards closing them is ongoing.

XI. Public Interest Disclosures

No disclosure of personal information was made pursuant to paragraph 8(2)(m) of the *Privacy Act* for both the Mint and its subsidiary RCMH-MRCF Inc. during the current and previous three reporting periods.

Attachment 1

**DELEGATION ORDER,
RCM**

Privacy Act



Delegation Order – *Privacy Act* and *Privacy Regulations*

Arrêté de déléation en vertu de la *Loi sur la protection des renseignements personnels* et du *Règlement sur la protection des renseignements personnels*

The President and CEO of the Royal Canadian Mint, pursuant to section 73 of the *Privacy Act**, hereby designates the persons holding the positions set out below, or the persons occupying on an acting basis those positions, to exercise the powers and perform the duties and functions of the President and CEO as the head of the Royal Canadian Mint, under the provisions of the Act and related regulations set out in the schedule opposite each position. This document replaces and repeals all previous delegation orders.

En vertu de l'article 73 de la *Loi sur la protection des renseignements personnels* *, le président de la Monnaie royale canadienne délègue aux titulaires des postes sous mentionnés, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions, les fonctions et les pouvoirs dont il est, en qualité de responsable de la Monnaie royale canadienne, investi par les dispositions de la Loi ou de son règlement mentionnées en regard de chaque poste. Le présent document remplace et annule tout arrêté antérieur.

* S.C. 1980-81-82-83, c. 111, Sch. I "73"

* S.C. 1980-81-82-83, ch. III, ann. I « 73 »

Privacy Act Loi sur la protection des renseignements personnels			
Provision Disposition	Description	ATIP Coordinator Coordonnatrice, AIPRP	ATIP -Senior Analyst -Generalist AIPRP -Conseillère principale -Généraliste
8(2)(j)	Disclosure for research or statistical purposes Communication pour des travaux de recherche ou de statistique	e	
8(2)(m)	Disclosure in the public interest or in the interest of the individual Communication dans l'intérêt public ou de l'individu	e	
8(4)	Copies of requests under paragraph 8(2)(e) Copies des demandes faites en vertu de l'alinéa 8(2)e)	e	e
8(5)	Notice of disclosure under paragraph 8(2)(m) Avis de communication en vertu de l'alinéa 8(2)m)	e	
9(1)	Record of disclosures Relevé des cas d'usage	e	
9(4)	Consistent uses Usages compatibles	e	

Provision Disposition	Description	ATIP Coordinator Coordonnatrice, AIPRP	ATIP -Senior Analyst -Generalist AIPRP -Conseillère principale -Généraliste
10	Personal information banks Fichiers de renseignements personnels	•	
14(a)	Notice where access requested Notification de l'auteur de la demande	•	•
14(b)	Giving access to the record or part thereof Donner communication totale ou partielle du document	•	•
15	Extension of time limits Prorogation du délai	•	•
17(2)(b)	Language of access Version de la communication	•	•
17(3)(b)	Access in an alternative format Communication sur support de substitution	•	•

Exemption Provisions of the Privacy Act Dispositions d'exception de la Loi sur la protection des renseignements personnels			
18(2)	Exempt banks Fichiers inconsultables	•	
19	Personal information obtained in confidence Renseignements personnels obtenus à titre confidentiel	•	
20	Federal-provincial affairs Affaires fédéro-provinciales	•	
21	International affairs and defence Affaires internationales et défense	•	
22	Law enforcement and investigations Application de la loi et enquêtes	•	
22.3	<i>Public Servants Disclosure Protection Act</i> <i>Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles</i>	•	
23	Security clearances Enquêtes de sécurité	•	
24	Individuals sentenced for an offence Individus condamnés pour une infraction	•	
25	Safety of individuals Sécurité des individus	•	
26	Information about another individual Renseignements concernant un autre individu	•	
27	Solicitor-client privilege Secret professionnel des avocats	•	
28	Medical records Dossiers médicaux	•	

Other Provisions of the Privacy Act Autres dispositions de la Loi sur la protection des renseignements personnels			
Provision Disposition	Description	ATIP Coordinator Coordonnatrice, AIPRP	ATIP -Senior Analyst -Generalist AIPRP -Conseillère principale -Généraliste
33(2)	Right to make representations Droit de présenter des observations	•	
35(1)(b)	Notice of actions to implement recommendations of Privacy Commissioner Avis des mesures pour la mise en œuvre des recommandations du Commissaire à la protection de la vie privée	•	
35(4)	Access to be given to complainant Communication accordée au plaignant	•	
36(3)(b)	Notice of actions to implement recommendations of Privacy Commissioner concerning exempt banks Avis des mesures pour la mise en œuvre des recommandations du Commissaire à la protection de la vie privée au sujet des fichiers inconsultables	•	
51(2)(b), 51(3)	Special rules for hearings Règles spéciales pour les auditions	•	
72	Annual report to Parliament Rapport annuel au Parlement	•	

Privacy Regulations Règlement sur la protection des renseignements personnels			
7	Retention of personal information requested under paragraph 8(2)(e) Conservation des renseignements personnels demandés en vertu de l'alinéa 8(2)e	•	•
9	Examination of information Consultation sur place	•	•
11(2), 11(4)	Notification concerning corrections Avis concernant les corrections	•	
13(1)	Disclosure of personal information relating to physical or mental health Communication des renseignements personnels concernant l'état physique ou mental	•	

Provision Disposition	Description	ATIP Coordinator Coordonnatrice, AIPRP	ATIP -Senior Analyst -Generalist AIPRP -Conseillère principale -Généraliste
14	Examination in presence of medical practitioner or psychologist Consultation en présence d'un médecin ou d'un psychologue	•	

Dated at Ottawa, Canada on June 6 2017

Daté à Ottawa, Canada, le 6 juin 2017



Sandra L. Hanington
President and CEO / Présidente de la Monnaie

Attachment 2

**DELEGATION ORDER,
RCMH-MRCF Inc.**

Privacy Act

PRIVACY ACT DELEGATION ORDER

**ARRÊTÉ SUR LA DÉLÉGATION EN VERTU DE LA
LOI SUR LA PROTECTION
DES RENSEIGNEMENTS PERSONNELS**

The President of RCMH-MRCF Inc., pursuant to section 73 of the *Privacy Act**, hereby designates the person holding the position of ATIP Coordinator at the Royal Canadian Mint to exercise the powers and perform the duties and functions of the President as the head of a government institution under the Act.

En vertu de l'article 73 de la *Loi sur la protection des renseignements personnels**, le président de RCMH-MRCF Inc. délègue au titulaire du poste de Coordonnatrice, AIPRP à la Monnaie royale canadienne les attributions dont il est, en qualité de responsable d'une institution fédérale, investie par la Loi.

* S.C. 1980-81-82-83, c. 111, Sch. I "73"

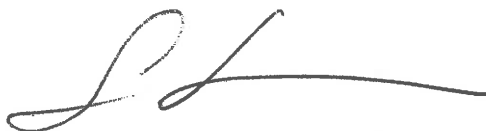
* S.C. 1980-81-82-83, ch. III, ann. I « 73 »

Dated at Ottawa, Canada on June 12 2018

Daté à Ottawa, Canada, le 12, juin 2018



Jennifer Camelon
President, RCMH-MRCF Inc. /
Présidente de MRCH-MRCF Inc.



Simon Kamel
Chairperson of the Board, RCMH-MRCF Inc. /
Président, Conseil d'administration de MRCH-MRCF Inc.

Attachment 3

**STATISTICAL REPORT,
RCM**

Privacy Act

**Statistical Report on the *Privacy Act***Name of institution: Royal Canadian MintReporting period: 2017-04-01 to 2018-03-31**Part 1: Requests Under the *Privacy Act***

	Number of Requests
Received during reporting period	11
Outstanding from previous reporting period	2
Total	13
Closed during reporting period	11
Carried over to next reporting period	2

Part 2: Requests Closed During the Reporting Period**2.1 Disposition and completion time**

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	6	0	0	0	0	0	0	6
Disclosed in part	0	0	1	1	0	1	0	3
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request abandoned	2	0	0	0	0	0	0	2
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	8	0	1	1	0	1	0	11

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	0	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	3
19(1)(f)	0	22.1	0	27	2
20	0	22.2	0	28	0
21	0	22.3	0		

2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
69(1)(a)	0	70(1)	0	70(1)(d)	0
69(1)(b)	0	70(1)(a)	0	70(1)(e)	0
69.1	0	70(1)(b)	0	70(1)(f)	0
		70(1)(c)	0	70.1	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	6	0	0
Disclosed in part	3	0	0
Total	9	0	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	24	24	6
Disclosed in part	1703	1325	3
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	2
Neither confirmed nor denied	0	0	0
Total	1727	1349	11

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	6	24	0	0	0	0	0	0	0	0
Disclosed in part	1	77	1	199	0	0	1	1049	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	2	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	9	101	1	199	0	0	1	1049	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	0	0	0	0	0

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
2	2	0	0	0

2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	1	0	1
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	1	0	1
More than 365 days	0	0	0
Total	2	0	2

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Part 3: Disclosures Under Subsections 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
0	0	0	0

Part 4: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
Total	0

Part 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	15(a)(i) Interference With Operations	15(a)(ii) Consultation		15(b) Translation or Conversion
		Section 70	Other	
All disclosed	0	0	0	0
Disclosed in part	2	0	0	0
All exempted	0	0	0	0

181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

6

Part 8: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
0	0	0	0	0

Part 9: Privacy Impact Assessments (PIAs)

Number of PIA(s) completed	0
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Part 10: Resources Related to the *Privacy Act*

10.1 Costs

Expenditures		Amount
Salaries		\$121,508
Overtime		\$0
Goods and Services		\$20,727
• Professional services contracts	\$17,963	
• Other	\$2,764	
Total		\$142,235

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	1.10
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.13
Students	0.00
Total	1.23

Note: Enter values to two decimal places.

Attachment 4

**STATISTICAL REPORT,
RCMH**

Privacy Act



Statistical Report on the *Privacy Act*

Name of institution: RCMH-MRCF Inc.

Reporting period: 2017-04-01 to 2018-03-31

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	0
Outstanding from previous reporting period	0
Total	0
Closed during reporting period	0
Carried over to next reporting period	0

Part 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	0	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	0
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	28	0
21	0	22.3	0		

2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
69(1)(a)	0	70(1)	0	70(1)(d)	0
69(1)(b)	0	70(1)(a)	0	70(1)(e)	0
69.1	0	70(1)(b)	0	70(1)(f)	0
		70(1)(c)	0	70.1	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	0	0	0
Disclosed in part	0	0	0
Total	0	0	0

2.5 Complexity**2.5.1 Relevant pages processed and disclosed**

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	0	0	0
Disclosed in part	0	0	0
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
Total	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	0	0	0	0	0

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Part 3: Disclosures Under Subsections 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
0	0	0	0

Part 4: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
Total	0

Part 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	15(a)(i) Interference With Operations	15(a)(ii) Consultation		15(b) Translation or Conversion
		Section 70	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0

181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

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Part 8: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
0	0	0	0	0

Part 9: Privacy Impact Assessments (PIAs)

Number of PIA(s) completed	0
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Part 10: Resources Related to the Privacy Act

10.1 Costs

Expenditures	Amount
Salaries	\$0
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
Total	\$0

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.00
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.00

Note: Enter values to two decimal places.