

# The Provincial Year-End Statistical Report for the Information and Privacy Commissioner/Ontario

Reporting Year: \_\_\_\_\_

Date Report Completed: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MM DD YY

All institutions must return a report to the Office of the Information and Privacy Commissioner/Ontario. If no requests for access to information or requests for correction of personal information were received, your institution must still complete and return Sections 1 and 2.

## SECTION 1: IDENTIFICATION

1.1 Name of Institution \_\_\_\_\_  
Ministry Name: \_\_\_\_\_ Formal  
Contact Person/Title \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
Phone No. (\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_) \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_ Postal Code \_\_\_\_\_  
Content Contact Person/Title \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
Phone No. (\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_) \_\_\_\_\_

1.2 Your institution is:  
the Ministry  an Agency of a Ministry   
The Minister the head of your institution?

## SECTION 2: INCONSISTENT USE OF PERSONAL INFORMATION

2.1 Whenever your institution uses or discloses **personal information** in a way that differs from the way the information is normally used or disclosed (**an inconsistent use**), you must attach a record or notice of the inconsistent use to the affected information. How many such records did your institution attach, if any?

If your institution received:

- No requests for access or correction → please complete and return only this page. Thank you.
- Requests for access to information → go to Section 3.1
- Requests for correction of personal information only → please complete Section 11 at the back of the report

This report can be completed online at <https://statistics.ipc.on.ca> or it can be faxed to us at (416) 325-9195 or mailed to the Office of the Information and Privacy Commissioner/Ontario, 2 Bloor St. E., Suite 1400, Toronto, ON M4W 1A8.

### SECTION 3: NUMBER OF REQUESTS RECEIVED AND COMPLETED

Enter the number of requests that fall into each category.

	Personal Information	General Records
3.1 New requests received during reporting year		
3.2 <b>TOTAL NUMBER OF REQUESTS COMPLETED</b> for the reporting year		

### SECTION 4: SOURCE OF REQUESTS

Enter the number of requests you completed from each source.

	Personal Information	General Records
4.1 Individual/Public		
4.2 Business		
4.3 Academic/Researcher		
4.4 Association/Group		
4.5 Media		
4.6 Government (All Levels)		
4.7 Other		
4.8 Unknown		
4.9 <b>TOTAL REQUESTS</b> (Add boxes 4.1 to 4.8 = box 4.9)		

**Box 4.9 MUST BE EQUAL TO 3.2**

### SECTION 5: TIME TO COMPLETION

How long did your institution take to complete all requests for information? Enter the number of requests into the appropriate category.

How many requests were completed in:

	Personal Information	General Records
5.1 30 days or less		
5.2 31 – 60 days		
5.3 61 – 90 days		
5.4 91 days or over		

5.5 **TOTAL REQUESTS**  
 (Add boxes 5.1 to 5.4 = box 5.5)


**Box 5.5 MUST BE EQUAL TO Box 3.2**

## SECTION 6: COMPLIANCE WITH THE ACT

In the following charts, please indicate the number of requests completed, within the statutory time limit and in excess of the statutory time limit, under **each** of the four different situations:

- A. **No** notices issued;
- B. **BOTH** a Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)) issued;
- C. **ONLY** a Notice of Extension (s.27(1)) issued; or
- D. **ONLY** a Notice to Affected Person (s.28(1)) issued.

Please note that the four different situations are mutually exclusive and the number of requests completed in each situation should add up to the total number of requests completed in Section 3.2. (Add boxes 6.3+6.6+6.9+6.12 = box 6.13) and (box 6.13 **must equal** box 3.2)

### A. No Notices Issued

	Personal Information	General Records
6.1	Number of requests completed within the statutory time limit (30 days) where <b>neither</b> a Notice of Extension (s.27(1)) nor a Notice to Affected Person (s.28(1)) were issued.	
6.2	Number of requests completed in excess of the statutory time limit (30 days) where <b>neither</b> a Notice of Extension (s.27(1)) nor a Notice to Affected Person (s.28(1)) were issued.	
6.3	Total (Add boxes 6.1 + 6.2 = box 6.3)	

Personal Information	General Records

### B. Both a Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)) Issued

	Personal Information	General Records
6.4	Number of requests completed within the time limits permitted under <b>both</b> the Notice of Extension (s.27(1)) and Notice to Affected Person (s.28(1)).	
6.5	Number of requests completed in excess of the time limit permitted by the Notice of Extension (s.27(1)) and the time limit permitted by the Notice to Affected Person (s.28(1)).	
6.6	Total (Add boxes 6.4 + 6.5 = box 6.6)	

Personal Information	General Records

**C. Only a Notice of Extension (s.27(1)) Issued**

6.7 Number of requests completed within the time limit permitted under the Notice of Extension (s.27(1)).

Personal Information	General Records

**SECTION 6: COMPLIANCE WITH THE ACT Cont'd**

6.8 Number of requests completed in excess of the time limit permitted under the Notice of Extension (s.27(1)).

Personal Information	General Records

Personal Information	General Records

6.9 Total (Add boxes 6.7 + 6.8 = box 6.9)

**D. Only a Notice to Affected Person (s.28(1)) Issued**

6.10 Number of requests completed within the time limit permitted under the Notice to Affected Person (s.28(1)).

Personal Information	General Records

6.11 Number of requests completed in excess of the time limit permitted under the Notice to Affected Person (s.28(1)).

Personal Information	General Records

6.12 Total (Add boxes 6.10 + 6.11 = box 6.12)

**E. Total Completed Requests (sections A to D)**

6.13 Overall Total (Add boxes (6.3 + 6.6 + 6.9 + 6.12 = box 6.13) and (box 6.13 **must equal to** box 3.2)

Personal Information	General Records

Personal Information	General Records

**SECTION 6a: CONTRIBUTING FACTORS**

Please outline any factors which may have contributed to your institution not meeting the statutory time limit.

If you anticipate circumstances that will improve your ability to comply with the Act in the future, please provide details in the space below.

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## SECTION 7: DISPOSITION OF REQUESTS

What course of action was taken with each of the completed requests? Please enter the number of requests into the appropriate category.

	Personal Information	General Records	
7.1 All information disclosed			
7.2 Disclosed in part			
7.3 Nothing disclosed			
7.4 Request withdrawn or abandoned			
7.5 <b>TOTAL REQUESTS</b> (Add boxes 7.1 to 7.4 = box 7.5)			<b>Box 7.5</b> MUST BE GREATER THAN OR EQUAL TO <b>Box 3.2</b>

## SECTION 8: EXEMPTIONS & EXCLUSIONS APPLIED

For the **TOTAL REQUESTS WITH EXEMPTIONS/EXCLUSIONS/FRIVOLOUS OR VEXATIOUS REQUESTS**, how many times did your institution apply each of the following? (More than one exemption may be applied to each request.)

	Personal Information	General Records
8.1 Section 12 — Cabinet Records		
8.2 Section 13 — Advice to Government		
8.3 Section 14 — Law Enforcement*		
8.4 Section 14(3) — Refusal to Confirm or Deny		
8.5 Section 15 — Relations with Other Governments		
8.6 Section 16 — Defence		
8.7 Section 17 — Third Party Information		

- 8.8 Section 18 — Economic and Other Interests of Ontario
- 8.9 Section 19 — Solicitor-Client Privilege
- 8.10 Section 20 — Danger to Safety or Health
- 8.11 Section 21 — Personal Privacy (Third Party)\*\*
- 8.12 Section 21(5) — Refusal to Confirm or Deny
- 8.13 Section 22 — Information Soon to be Published
- 8.14 Section 27.1 — Frivolous or Vexatious

N/A	

**SECTION 8: EXEMPTIONS & EXCLUSIONS APPLIED Cont'd**

- 8.15 Section 49 — Personal Information (Requester)
- 8.16 Section 65 — Act Does Not Apply
- 8.17 Section 65(6) — Labour Relations & Employment Related Records
- 8.18 Section 67 — Other Acts
- 8.19 **TOTAL EXEMPTIONS** (Add boxes 8.1 to 8.18 = box 8.19)

Personal Information	General Records
	N/A

\*not including Section 14(3)  
 \*\*not including Section 21(5)

**SECTION 9: FEES**

Did your institution collect fees related to requests?

- 9.1 Number of requests where other than application fees were collected (Box 9.1 Must be Less Than or Equal to Box 10.7)
- 9.2.1 Application fees collected
- 9.2.2 Additional fees collected
- 9.2.3 **TOTAL FEES** (Add boxes 9.2.1 + 9.2.2 = box 9.2.3)
- 9.3 **TOTAL DOLLAR AMOUNT OF FEES WAIVED**

Personal Information	General Records	TOTAL

\$	\$	\$
\$	\$	\$
\$	\$	\$

\$	\$	\$
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**SECTION 10: REASONS FOR ADDITIONAL FEE COLLECTION**

Enter the **number of requests** for which your institution collected fees other than application fees that apply to each category.

		<b>Personal Information</b>	<b>General Records</b>	<b>TOTAL</b>
10.1	Search time	N/A		
10.2	Reproduction			
10.3	Preparation	N/A		
10.4	Shipping	N/A		
10.5	Computer Costs			
10.6	Invoice costs (and others as permitted by regulation)	N/A		
10.7	<b>TOTAL</b> (Add boxes 10.1 to 10.6 = box 10.7)			

**Box 10.7 MUST BE GREATER THAN OR EQUAL TO Box 9.1**

## SECTION 11: CORRECTIONS AND STATEMENTS OF DISAGREEMENT

Did your institution receive any requests to correct **personal information**?

		<b>Personal Information</b>	
11.1	Number of correction requests received		
11.2	Corrections carried forward from the previous year		
11.3	Corrections carried over to the next year		
11.4	<b>TOTAL CORRECTIONS COMPLETED</b> [(box 11.1 + box 11.2) – box 11.3 = box 11.4]		<b>Box 11.4 MUST EQUAL Box 11.9</b>

What course of action did your institution take regarding the requests to correct **personal information** that were received?

		<b>Personal Information</b>	
11.5	Correction(s) made in whole		
11.6	Correction(s) made in part		
11.7	Correction(s) refused		
11.8	Correction(s) withdrawn by requester		
11.9	<b>TOTAL</b> (Add boxes 11.5 to 11.8 = box 11.9)		<b>Box 11.9 MUST EQUAL Box 11.4</b>

In cases where corrections were denied, in part or in full, were any statements of disagreement attached to the affected personal information.

11.10 Number of statements of disagreement attached:

If your institution received any requests to correct personal information, the Act requires that you send any person(s) or body who had access to that information in the previous year notification of either the correction or the statement of disagreement. Enter the number of notifications sent, if applicable.

11.11 Number of notifications sent:

Thank you for your co-operation.