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

STATISTICAL REPORT

FOR THE 2006 REPORTING YEAR

Please return by **February 1, 2007** to:

Office of the Information and Privacy Commissioner/Ontario
2 Bloor Street East
Suite 1400
Toronto, Ontario M4W 1A8

or Fax to: 416-325-9195

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 _____

Formal Contact Person/Title _____

E-mail Address _____

Phone No. (_____)_____   Fax No. (_____)_____

Mailing Address_____

_____   Postal Code _____

Content Contact Person/Title _____

E-mail Address _____   Phone No. (___)_____

Date Report Completed   _____ / _____ / _____

                                    MM   DD   YY

1.2   Your institution is: (**check one**)

Municipal Corporation	☐	Board:	School	☐	Commission: Transit	☐
Conservation Authority	☐		Public Library	☐		
Electricity Corporation	☐		Health	☐		
Other:_____	☐		Local Services	☐		
(specify)			Local Roads	☐		
			Planning	☐		
			Police Services	☐		

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 <u>only this page</u>. 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

If you would like, you can fax it to us at (416) 325-9195.

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 **TOTAL NUMBER OF REQUESTS COMPLETED** 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 **TOTAL REQUESTS** (Add boxes 4.1 to 4.8 = box 4.9)		

Box 4.9 MUST BE EQUAL TO **Box 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.20(1)) and a Notice to Affected Person (s.21(1)) issued.

    C. ONLY a Notice of Extension (s.20(1)) issued; or

    D. ONLY a Notice to Affected Person (s.21(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		Personal Information	General Records
6.1	Number of requests completed within the statutory time limit (30 days) where **neither** a Notice of Extension (s.20(1)) nor a Notice to Affected Person (s.21(1)) were issued.					
6.2	Number of requests completed in excess of the statutory time limit (30 days) where **neither** a Notice of Extension (s.20(1)) nor a Notice to Affected Person (s.21(1)) were issued.					
6.3	**TOTAL** (Add boxes 6.1 + 6.2 = box 6.3)			▶		

B. Both a Notice of Extension (s.20(1)) and a Notice to Affected Person (s.21(1)) Issued

	Personal Information	General Records
6.4 Number of requests completed within the time limit permitted under **both** the Notice of Extension (s.20(1)) and the Notice to Affected Person (s.21(1)).		
6.5 Number of requests completed in excess of the time limit permitted by the Notice of Extension (s.20(1)) and/or the time limit permitted by the Notice to Affected Person (s.21(1)).		
6.6 **TOTAL** (Add boxes 6.4 + 6.5 = box 6.6)		

Personal Information	General Records

C. Only a Notice of Extension (s.20(1)) Issued

	Personal Information	General Records
6.7 Number of requests completed within the time limit permitted under the Notice of Extension (s.20(1)).		
6.8 Number of requests completed in excess of the time limit permitted under the Notice of Extension (s.20(1)).		
6.9 **TOTAL** (Add boxes 6.7 + 6.8 = box 6.9)		

Personal Information	General Records

D. Only a Notice to Affected Person (s.21(1)) Issued

	Personal Information	General Records
6.10 Number of requests completed within the time limit permitted under the Notice to Affected Person (s.21(1)).		
6.11 Number of requests completed in excess of the time limit permitted under the Notice to Affected Person (s.21(1)).		
6.12 **TOTAL** (Add boxes 6.10 + 6.11 = box 6.12)		

Personal Information	General Records

E. Total Completed Requests (sections A to D)

	Personal Information	General Records
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

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 will improve your ability to comply with the *Act* in the future, please provide details in the space below.

Section 7: Disposition of Requests

What course of action was taken with each of the requests completed? 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	**TOTAL REQUESTS** (Add boxes 7.1 to 7.4 = box 7.5)		

Box 7.5 MUST BE GREATER THAN OR EQUAL TO **Box 3.2**

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 6 — Draft By-laws, etc.		
8.2	Section 7 — Advice or Recommendations		
8.3	Section 8 — Law Enforcement*		
8.4	Section 8(3) — Refusal to Confirm or Deny		
8.5	Section 9 — Relations with Governments		
8.6	Section 10 — Third Party Information		
8.7	Section 11 — Economic/Other Interests		
8.8	Section 12 — Solicitor-Client Privilege		
8.9	Section 13 — Danger to Safety or Health		
8.10	Section 14 — Personal Privacy (Third Party)**	N/A	
8.11	Section 14(5) — Refusal to Confirm or Deny		
8.12	Section 15 — Information Soon to be Published		
8.13	Section 20.1 — Frivolous or Vexatious		
8.14	Section 38 — Personal Information (Requester)		N/A
8.15	Section 52(2) — Act Does Not Apply		
8.16	Section 52(3) — Labour Relations & Employment Related Records		
8.17	Section 53 — Other Acts		
8.18	**TOTAL EXEMPTIONS** (Add boxes 8.1 to 8.17 = box 8.18)		

*not including Section 8(3)
**not including Section 14(5)

Section 9: Fees

Did your institution collect fees related to requests?

	Personal Information	General Records	TOTAL
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**)			

	Personal Information	General Records	TOTAL
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)	$	$	$

	Personal Information	General Records	TOTAL
9.3 **TOTAL DOLLAR AMOUNT OF FEES WAIVED**	$	$	$

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.

	Personal Information	General Records	Total
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 **TOTAL** (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**?

		Personal Information
11.1	Number of correction requests received	
11.2	Corrections carried forward from the previous year	
11.3	Corrections carried over to next year	
11.4	**TOTAL CORRECTIONS COMPLETED** [(box 11.1 + box 11.2) – box 11.3 = box 11.4]	

Box 11.4 MUST EQUAL Box 11.9

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

		Personal Information
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	**TOTAL** (Add boxes 11.5 to box 11.8 = box 11.9)	

Box 11.9 MUST EQUAL Box 11.4

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.