

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

STATISTICAL REPORT FOR THE 2005 REPORTING YEAR

Please return by February 1, 2006 to:

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 Information and Privacy Commissioner. 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.

Sec	tion 1: Identification
1.1	Name of Institution
	Formal Contact Person/Title
	Email Address
	Phone No. () Fax No. ()
	Mailing Address
	Postal Code
	Content Contact Person/Title
	E-mail Address
	Date Report Completed / / / / YY
1.2	Your institution is: (check one)
	Municipal Corporation Board: School Electrical Entities Conservation Authority Public Library Commission: Transit
	Other: Cocal Services Cocal Roads Planning Cocal Roads Cocal Road Road Road Road Road Road Road Road
1.3	Police Services \square The total number of full-time employees (or equivalent) in your institution is: No full-time employees (or equivalent) \square 101–1000 \square 1-50 \square 1001–2999 \square 3000+ \square
Sec	tion 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 yo	our institution received:
	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
	No requests for access or correction — please complete and return <u>only this page</u> . Thank you
If yo	ou would like, you can fax it to us at (416) 325-9195

Section 3: Number of Requests Completed

Enter the number of requests that fall into each category.

- 3.1 New requests received during reporting year
- 3.2 Requests transferred in from other institutions
- 3.3 Requests carried forward from previous year
- 3.4 **Total** (3.1+3.2+3.3=3.4)

Personal Information	General Records

- 3.5 Requests transferred out to other institution
- 3.6 Requests carried over to next year
- 3.7 **Total** (3.5+3.6=3.7)

Personal Information	General Records

3.8 **Total Requests Completed** (3.4-3.7=3.8)

Personal	General
Information	Records

Section 4: Source of Requests

Enter the number of requests you completed from each source.

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 Don't Know
- 4.9 **Total Requests** (Add boxes 4.1 to 4.8=4.9)

Personal Information	General Records

Box 4.9 MUST EQUAL Box 3.8

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.

5.1	15	days	or	less

- 5.2 16–30 days
- 5.3 31–60 days
- 5.4 61–90 days
- 5.5 91–120 days
- 5.6 121 days or more
- 5.7 **TOTAL REQUESTS** (5.1 to 5.6=5.7)

Personal Information	General Records

Box 5.7 MUST EQUAL Box 3.8

Section 6: Compliance with the *Act*

In this section, 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;
- В. Вотн 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 3.8. (6.3+6.6+6.9+6.12=6.13) and (6.13 must equal 3.8)

A. No Notices Issued

- 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 limit (30 days) where **neither** a Notice of Extension (s.20(1)) nor a Notice to Affected Person (21(1)) were issued?
- 6.3 Total (6.1+6.2=6.3)

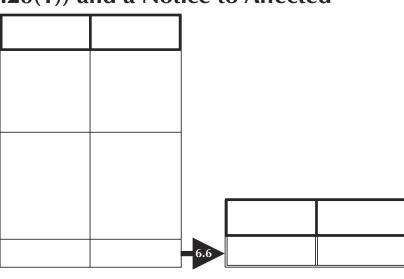
	6.3	

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

6.4 Number of requests completed within the time limits permitted under **both** the Notice of Extension (s.20(1)) and Notice to Affected Person (s.21(1)).

Person (s.21(1)) Issued

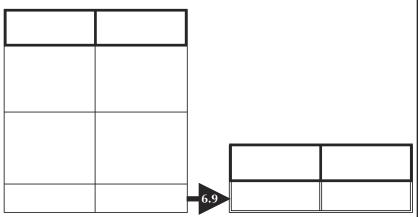
- 6.5 Number of requests completed in excess of the time limit permitted by the Notice of Extension (s.20(1)) and/or the time limit permitted by the Notice to Affected Person (s.21(1)).
- 6.6 Total (6.4+6.5=6.6)



Section 6: Compliance with the *Act* (cont'd)

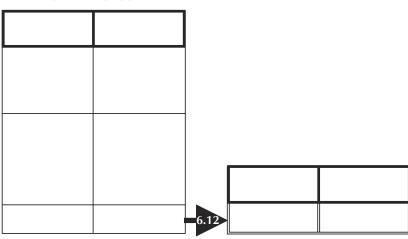
C. Only a Notice of Extension (s.20(1)) Issued

- 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 (6.7+6.8=6.9)



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

- 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 (6.10+6.11=6.12)



E. Total Completed Requests (sections A to D)

6.13 Overall Total

(6.3+6.6+6.9+6.12=6.13) and (6.13 **must equal** 3.8)

Section 6a: Contributing Factors

Please outline any factors which may have contributed to your institution not meeting the 30-day 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: partly exempt, excluded, frivolous or vexatious
- 7.3 Disclosed in part: no record exists or outside of the *Act*
- 7.4 Nothing disclosed: fully exempt, excluded, frivolous or vexatious
- 7.5 Nothing disclosed: no record exists or outside of the *Act*
- 7.6 Request withdrawn or abandoned
- 7.7 Withdrawn or abandoned after fee estimate
- 7.8 **Total Requests (excluding 7.7)** (7.1 to 7.6=7.8)
- 7.9 Total Requests with Exemptions and Exclusions (7.2+7.4)

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BOX 7.8 MUST BE GREATER THAN OR EQUAL TO **BOX 3.8**

Box 7.9 MUST BE LESS THAN OR EQUAL TO Box 8.18

Section 8: Exemptions & Exclusions Applied

For the **Total Requests with Exemptions/Exclusions/Frivolous or Vexatious Requests** (Box 7.9), how many times did your institution apply each of the following? (More than one exemption may be applied to each exempted 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(2) — Other Acts		
8.18	TOTAL EXEMPTIONS		

^{*} not including Section 8(3)

Box 8.18 MUST BE GREATER THAN OR EQUAL TO BOX 7.9

^{**} not including Section 14(5)

Section 9: Fees

Did your institution collect fees related to requests? (Include both application and additional fees.)

9.1 **Number of** requests where additional 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 (9.2.1+9.2.2)**

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

Were additional fees waived for any requests?

- 9.3 **Number of** *requests* where fees were waived in full
- 9.4 **Number of** *requests* where fees were waived in part
- 9.5 Total Number of Requests where Fees were Waived (9.3+9.4=9.5)
- 9.6 Total Dollar Amount of Fees Waived

Personal Information	General Records	Total	

\$ \$

Section 10: Reasons for Additional Fee Collection

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

- 10.1 Search time
- 10.2 Reproduction
- 10.3 Preparation
- 10.4 Shipping
- 10.5 Computer Costs
- 10.6 Invoice costs (and others as permitted by regulation)
- 10.7 **Total** (10.1 to 10.6=10.7)

Personal Information	General Records	Total	
N/A			
N/A			
N/A			
N/A			

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 ?						
		Person	al Information			
11.1	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 [(11.1+11.2)-11.3=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?						
		Person	al 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 (11.5 to 11.8=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 <i>Act</i> 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.