provincial



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.

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		
	Date Report Completed / / / / YY		
1.2	Your institution is: (check one)		
	a Ministry $\Box$ an Agency $\Box$ Is the minister the head of your institution? Yes $\Box$ No $\Box$		
1.3	The total number of full-time employees (or equivalent) in your institution is:		
	1-50 [ 1001-2999 [ 51-100 ] 3000 + [ 101-1000 ]		

### 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:
$\square$ Requests for access to information $\longrightarrow$ 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 you 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

Personal Information	General Records
1	

- 3.5 Requests transferred out to other institution
- 3.6 Requests carried over to next year

**Total** (3.1+3.2+3.3=3.4)

3.4

3.7	TOTAL	(3.5+3.6=3.7)

Personal Information	General Records

Personal Information	General Records

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

## **Section 4: Source of Requests**

Enter the number of requests you completed from each source.

		Personal Information	General Records	
	Individual/Public			
)	Business			
	Academic/Researcher			
1	Association/Group			
	Media			
)	Government (All Levels)			
	Other			
}	Don't Know			
	Total Requests (Add boxes 4.1 to 4.8=4.9)			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
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- 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;

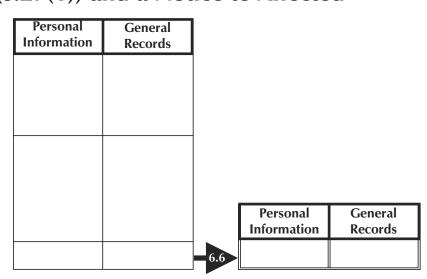
- В. Вотн a Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)) issued;
- C. **ONLY** a Notice of Extension (s.27(1)) issued; or
- D. **ONLY** a Notice to Affected Person (s.28(1)) issued.

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 3.8. (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.27(1)) nor a Notice to Affected Person (s.28(1)) were issued.
- 6.2 Number of requests completed in excess of the statutory limit (30 days) where **neither** a Notice of Extension (s.27(1)) nor a Notice to Affected Person (28(1)) were issued.
- Personal General Information Records

- 6.3 **Total** (6.1+6.2=6.3)
- B. Both a Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)) Issued
- 6.4 Number of requests completed within the time limits permitted under **both** 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/or the time limit permitted by the Notice to Affected Person (s.28(1)).
- 6.6 **Total** (6.4+6.5=6.6)



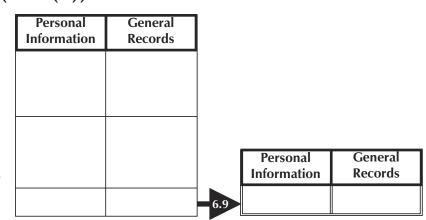
General

**Records** 

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

### 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)).
- 6.8 Number of requests completed in excess of the time limit permitted under the Notice of Extension (s.27(1)).
- 6.9 **Total** (6.7+6.8=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)).
- 6.11 Number of requests completed in excess of the time limit permitted under the Notice to Affected Person (s.28(1)).
- Personal General Information Records Personal General Information General Information Records
- 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)

Personal	General
Information	Records

### Section 6a: Contributing Factors

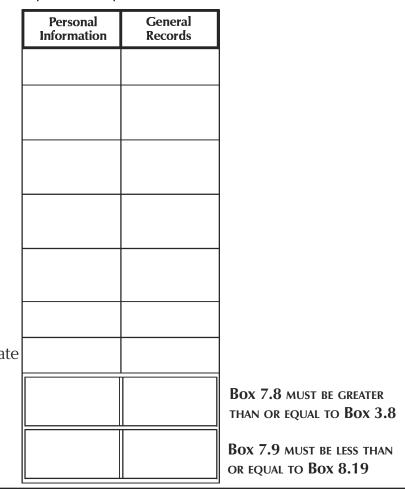
Please outline any factors which may have contributed to your institution not meeting the 30-day time limit.

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.

- 7.1 All information disclosed
- 7.2 Disclosed in part: partly exempt, excluded or frivolous or vexatious
- 7.3 Disclosed in part: no record exists or outside of the *Act*
- 7.4 Nothing disclosed: fully exempt, excluded or 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)



### **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.)

- 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
- 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(2) Other Acts
- 8.19 TOTAL EXEMPTIONS
  - \* not including Section 14(3)
  - \*\* not including Section 21(5)

Personal Information	General Records
N/A	
	N/A

Box 8.19 MUST BE GREATER THAN OR EQUAL TO BOX 7.9

### **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
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

l		
	\$ \$	\$
	\$ \$	\$

\$

\$

General

Records

Total

\$

\$

Personal

Information

\$

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.

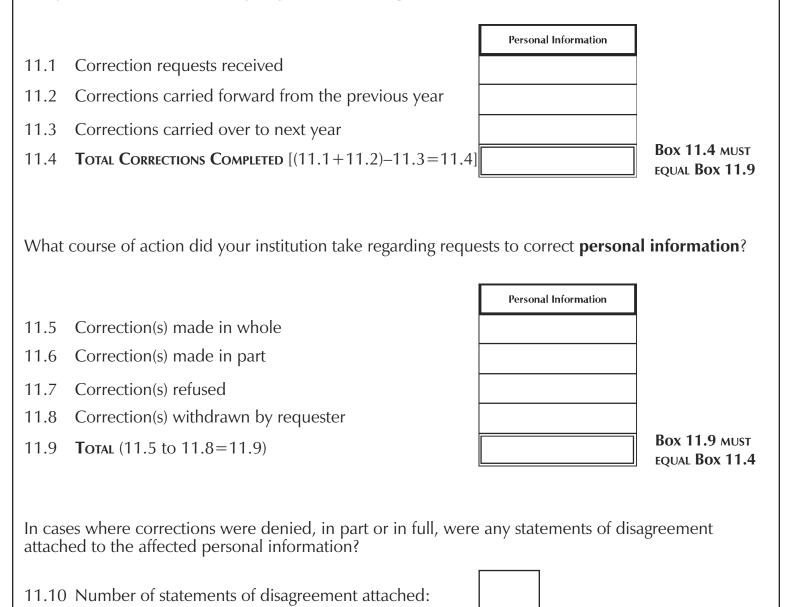
- 10.1 Search time
- 10.2 Reproduction
- 10.3 Preparation
- 10.4 Shipping
- 10.5 Computer Costs
- 10.6 Invoice costs (and others as permitted by regulation)
- 10.7 **Total** (10.1 to 10.6=10.7)

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**?



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:

