



**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 _____ / _____ / _____
MM DD YY

1.2 Your institution is: (check one)
a Ministry an Agency Is the minister the head of your institution? Yes No

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:

- 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 only this page. 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
- 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 Information	General Records

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 Don't Know		
4.9 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.

	Personal Information	General Records
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)		

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;
- 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 3.8. (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 (s.28(1)) were issued.

6.3 **Total** (6.1+6.2=6.3)

Personal Information	General Records

Personal Information	General Records

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)

Personal Information	General Records

Personal Information	General Records

6.6

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

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

	Personal Information	General Records
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)	

Personal Information	General Records

6.9

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

	Personal Information	General Records
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)).	
6.12	Total (6.10+6.11=6.12)	

Personal Information	General Records

6.12

E. Total Completed Requests (sections A to D)

Personal Information	General Records

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

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

\$	\$	\$
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9.2.2 **Additional fees** collected

\$	\$	\$
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9.2.3 **TOTAL FEES (9.2.1+9.2.2)**

\$	\$	\$
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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)**

Personal Information	General Records	Total

9.6 **TOTAL DOLLAR AMOUNT OF FEES WAIVED**

\$	\$	\$
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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**?

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** $[(11.1 + 11.2) - 11.3 = 11.4]$

Personal Information

Box 11.4 MUST EQUAL Box 11.9

What course of action did your institution take regarding requests to correct **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** (11.5 to 11.8=11.9)

Personal Information

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.