



ANNUAL REPORT 2015 TO PARLIAMENT VIA RAIL CANADA

ADMINISTRATION OF THE *PRIVACY ACT*

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1. INTRODUCTION

According to the *Federal Accountability Act* effective September 1, 2007, VIA Rail Canada Inc. ("VIA Rail") is subject to the legal requirements of the *Privacy Act* ("PA").

The PA gives Canadian citizens and all people living in Canada the right to access information about them that is held by the federal administration. The PA also protects them against unauthorized disclosure of their personal information and controls how the institution will collect, use, store, disclose and dispose of personal information.

This annual report is tabled in Parliament according to section 72 of the PA and covers the period from April 1, 2015 to March 31, 2016.

2. INSTITUTION

VIA Rail operates Canada's national passenger rail service on behalf of the Government of Canada. An independent Crown corporation established in 1977, VIA Rail provides a safe, cost-effective and environmentally responsible service from coast to coast in both official languages. The Corporation operates close to 475 train departures weekly on a 12,500 kilometers network, connecting over 400 Canadian communities. With approximately 2,600 active employees, VIA Rail carried 3.8 million passengers in 2015.

VIA Rail's Services

Inter-city Travel (The Corridor)

In the densely populated Corridor between Québec City, QC and Windsor, ON, more than 390 trains per week provide downtown-to-downtown travel between major urban centers, suburban centers and communities. These trains carry more than 90 percent of the Corporation's total ridership.

Long-distance Travel and Tourism

In Western and Eastern Canada, VIA Rail's trains attract travellers from around the world and support Canada's tourism industry. The *Canadian*, VIA Rail's Western transcontinental train, provides service between Vancouver and Toronto. In Eastern Canada, The *Ocean* runs between Montreal and Halifax.

Mandatory Services

VIA Rail provides a passenger service in several rural and remote regions of Canada. Mandated by the Government of Canada to meet essential

transportation needs, these trains serve many communities where alternative, year-round transportation is limited or unavailable.

3. VIA RAIL'S ACCESS TO INFORMATION AND PRIVACY ("ATIP") UNIT

VIA Rail's ATIP unit was created in 2007. Since June 1, 2010, ATIP falls under the responsibility of VIA Rail's ATIP Coordinator, who is also the Corporation's Chief Legal & Risk Officer and Corporate Secretary.

This person is responsible for interpreting and applying the statutory and policy requirements as they relate to the public's right of access to VIA Rail's records under the *Access to information Act* and to personal information under the *PA*. In more complex cases, the Coordinator makes recommendations to senior management on the disclosure of information. The Coordinator's area of responsibility includes administering the process by which access to information and personal information requests are received and responded to, in compliance with the applicable statutory and policy requirements. It is to be noted that significant parts of these responsibilities are likely to be exercised by or in collaboration with the ATIP Analysts.

The organizational structure of VIA Rail's ATIP unit effective from May 25, 2015 to March 31, 2016, is as follows:



4. DELEGATION ORDER

Pursuant to section 73 of the *PA*, VIA Rail's President and Chief Executive Officer has delegated the totality of his functions as they relate to the administration of the *PA* within VIA Rail, to the Corporation's ATIP Coordinator and to the ATIP Analysts.

The delegation order is attached as Appendix 1.

5. INTERPRETATION OF THE STATISTICAL REPORT

The completed statistical report for 2015 is attached as Appendix 2.

Requests:

VIA Rail received twenty-two (22) personal information requests between April 1, 2015 and March 31, 2016. Of these twenty-two (22) requests, three (3) were carried over from the previous reporting period (April 1, 2014 to March 31, 2015).

No requests were carried over to the next reporting period.

Completion time:

VIA Rail's completion time for requests closed during the 2015-2016 reporting period is of 23 days as compared to the legislative requirement of 30 days.

Costs:

The total costs incurred by the ATIP unit regarding privacy were of \$16,849. This amount includes \$15,180 in salary, \$1,569 in consultation fees and \$100 for expenditures related to the standard operations of the service.

Human resources:

As for human resources, it has been estimated that 0.97 FTE (full time employee) was dedicated to privacy activities.

6. ATIP EDUCATIONAL AND TRAINING ACTIVITIES

Listed below are some of VIA Rail's activities for 2015 in order to meet the legal requirements of the *PA*:

- A report on privacy was included as part of every VIA Rail annual report as well as the quarterly reports.
- New employees are required to complete an on-line Code of Conduct module which includes questions about privacy with respect to both individual and corporate responsibility.
- A quarterly newsletter is published on VIA Rail's intranet in order to raise our employees' awareness to privacy issues.

7. POLICIES, GUIDELINES AND PROCEDURES

VIA Rail's internal privacy policy has been reviewed, improved and published in accordance with the applicable guidelines. In addition, a privacy breach protocol was created.

8. COMPLAINTS

No complaints were filed between April 1, 2015 and March 31, 2016.

9. MONITORING OF PROCESSING TIME

A new ATIP Analyst was hired in May 2015. This new Analyst has enabled a more rapid identification and resolution of issues that could affect the processing time of access to information requests.

10. MATERIAL PRIVACY BREACHES

No material privacy breaches took place during this reporting period.

11. PRIVACY IMPACT ASSESSMENT ("PIA")

No formal PIAs were initiated or completed during this reporting period.

12. DISCLOSURE PURSUANT PARAGRAPH 8(2)(E), 8(2)(M) AND 8(5)

During this reporting period, VIA Rail made two (2) disclosures under section 8(2)(e). Both of them were made to government institutions for investigative purposes. No disclosures were made under paragraph 8(2)(m) or 8(5).

APPENDIX 1 – DELEGATION OF AUTHORITY



DELEGATION OF AUTHORITY

DÉLÉGATION DE POUVOIRS

*ACCESS TO INFORMATION ACT
AND PRIVACY ACT*

*LOI SUR L'ACCÈS À L'INFORMATION
ET LOI SUR LA PROTECTION DES
RENSEIGNEMENTS PERSONNELS*

I, the undersigned, President, pursuant to Section 73 of the *Access to Information Act* and Section 73 of the *Privacy Act*, hereby authorize officers and employees of VIA Rail occupying positions identified within the attached appendix to exercise signing authorities or perform any of the President's powers, duties or functions specified therein.

Je, soussigné, Président, conformément à l'article 73 de la *Loi sur l'accès à l'information* et à l'article 73 de la *Loi sur la protection des renseignements*, autorise par la présente les agents et les employés de VIA Rail occupant les postes identifiés dans l'annexe ci-jointe à assumer au nom du Président les pouvoirs de signature ainsi que les attributions, fonctions et pouvoirs qui y sont spécifiés.

Signed at Montréal this June 6, 2016.

Signé à Montréal, ce 6 juin 2016.

President and Chief Executive Officer
Président et chef de la direction

**VIA Rail
Delegation of Authority
Under the *Privacy Act***

| Subject | Privacy Act Section | Position / Title | | |
|--|---------------------|---|---|--|
| | | Jean-François Legault Head, Legal Services (ATIP Coordinator) | Gabrielle Caron et Kristel Cantara ATIP Analysts | Peter Lambrinakos Director, Corporate Security |
| Disclosure for any purposes in accordance with any Act of Parliament | 8(2)(b) | ● | ● | |
| Disclosure for any purposes in accordance with the <i>Security of Canada Information Act</i> | 8(2)(b) | ● | ● | ● |
| Disclosure to investigative bodies | 8(2)(e) | ● | ● | |
| Disclosure for research and statistics | 8(2)(j) | ● | ● | |
| Disclosure in public interest, benefit of individual | 8(2)(m) | ● | ● | |
| Copy of requests under paragraph 8(2) e) to be retained | 8(4) | ● | ● | |
| Notice of disclosure under paragraph 8(2)(m) | 8(5) | ● | ● | |
| Record of disclosures to be retained | 9(1) | ● | ● | |
| Notify Privacy Commissioner of consistent uses | 9(4) | ● | ● | |
| Personal information in banks | 10(1) | ● | ● | |
| Notice where access is requested | 14 | ● | ● | |
| Extension of time limits | 15 | ● | ● | |
| Notice where access is refused | 16 | ● | ● | |
| Decision regarding translation | 17(2)(b) | ● | ● | |
| Conversion to alternate format | 17(3)(b) | ● | ● | |
| Refuse access - exempt bank | 18(2) | ● | ● | |
| Refuse access - confidential information obtained from another government | 19(1) | ● | ● | |
| Disclose confidential information obtained from another government | 19(2) | ● | ● | |
| Refuse access - federal-provincial affairs | 20 | ● | ● | |
| Refuse access - international affairs and defence | 21 | ● | ● | |
| Refuse access - law enforcement and investigation | 22 | ● | ● | |
| Refuse access - security clearance | 23 | ● | ● | |
| Refuse access – individual sentenced for an offence | 24 | ● | ● | |
| Refuse access - safety of individuals | 25 | ● | ● | |
| Refuse access - another individual's information | 26 | ● | ● | |

**VIA Rail
Delegation of Authority
Under the *Privacy Act***

| Subject | Privacy Act Section | Position / Title | | |
|--|---------------------|---|---|--|
| | | Jean-François Legault Head, Legal Services (ATIP Coordinator) | Gabrielle Caron et Kristel Cantara ATIP Analysts | Peter Lambrinakos Director, Corporate Security |
| Refuse access - solicitor-client privilege | 27 | ● | ● | |
| Refuse access - medical record | 28 | ● | ● | |
| Action to take in response to the notice of intention to investigate | 31 | ● | ● | |
| Representation to Privacy Commissioner | 33(2) | ● | ● | |
| Information previously exempted | 35(1)(b) | ● | ● | |
| Access to be given | 35(4) | ● | ● | |
| Response to review of exempt banks | 36(3)(b) | ● | ● | |
| Report of findings and recommendations | 37(3) | ● | ● | |
| Request court hearing in the National Capital Region | 51(2)(b) | ● | ● | |
| Ex-parte representation to court | 51(3) | ● | ● | |

APPENDIX 2 – STATISTICAL REPORT



Statistical Report on the *Privacy Act*

Name of institution: VIA Rail Canada Inc.

Reporting period: 2015-04-01 to 2016-03-31

Part 1: Requests Under the *Privacy Act*

| | Number of Requests |
|--|--------------------|
| Received during reporting period | 22 |
| Outstanding from previous reporting period | 0 |
| Total | 22 |
| Closed during reporting period | 19 |
| Carried over to next reporting period | 3 |

Part 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

| Disposition of Requests | Completion Time | | | | | | | Total |
|------------------------------|-----------------|---------------|---------------|----------------|-----------------|-----------------|--------------------|-----------|
| | 1 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days | |
| All disclosed | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 4 |
| Disclosed in part | 1 | 12 | 1 | 0 | 0 | 0 | 0 | 14 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| No records exist | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Request abandoned | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 3 | 15 | 1 | 0 | 0 | 0 | 0 | 19 |

2.2 Exemptions

| Section | Number of Requests | Section | Number of Requests | Section | Number of Requests |
|----------|--------------------|---------------|--------------------|---------|--------------------|
| 18(2) | 0 | 22(1)(a)(i) | 0 | 23(a) | 0 |
| 19(1)(a) | 0 | 22(1)(a)(ii) | 0 | 23(b) | 0 |
| 19(1)(b) | 0 | 22(1)(a)(iii) | 0 | 24(a) | 0 |
| 19(1)(c) | 0 | 22(1)(b) | 0 | 24(b) | 0 |
| 19(1)(d) | 0 | 22(1)(c) | 0 | 25 | 0 |
| 19(1)(e) | 0 | 22(2) | 0 | 26 | 14 |
| 19(1)(f) | 0 | 22.1 | 0 | 27 | 0 |
| 20 | 0 | 22.2 | 0 | 28 | 0 |
| 21 | 0 | 22.3 | 0 | | |

2.3 Exclusions

| Section | Number of Requests | Section | Number of Requests | Section | Number of Requests |
|----------|--------------------|----------|--------------------|----------|--------------------|
| 69(1)(a) | 0 | 70(1) | 0 | 70(1)(d) | 0 |
| 69(1)(b) | 0 | 70(1)(a) | 0 | 70(1)(e) | 0 |
| 69.1 | 0 | 70(1)(b) | 0 | 70(1)(f) | 0 |
| | | 70(1)(c) | 0 | 70.1 | 0 |

2.4 Format of information released

| Disposition | Paper | Electronic | Other formats |
|-------------------|-----------|------------|---------------|
| All disclosed | 4 | 0 | 0 |
| Disclosed in part | 14 | 0 | 0 |
| Total | 18 | 0 | 0 |

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

| Disposition of Requests | Number of Pages Processed | Number of Pages Disclosed | Number of Requests |
|------------------------------|---------------------------|---------------------------|--------------------|
| All disclosed | 46 | 46 | 4 |
| Disclosed in part | 3938 | 3918 | 14 |
| All exempted | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 |
| Total | 3984 | 3964 | 18 |

2.5.2 Relevant pages processed and disclosed by size of requests

| Disposition | Less Than 100 Pages Processed | | 101-500 Pages Processed | | 501-1000 Pages Processed | | 1001-5000 Pages Processed | | More Than 5000 Pages Processed | |
|------------------------------|-------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
| | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed |
| All disclosed | 4 | 46 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 4 | 209 | 7 | 1435 | 2 | 1264 | 1 | 1010 | 0 | 0 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 8 | 255 | 7 | 1435 | 2 | 1264 | 1 | 1010 | 0 | 0 |

2.5.3 Other complexities

| Disposition | Consultation Required | Legal Advice Sought | Interwoven Information | Other | Total |
|------------------------------|-----------------------|---------------------|------------------------|----------|----------|
| All disclosed | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 1 | 1 | 0 | 2 |
| All exempted | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 1 | 1 | 0 | 2 |

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

| Number of Requests Closed Past the Statutory Deadline | Principal Reason | | | |
|---|------------------|-----------------------|-----------------------|-------|
| | Workload | External Consultation | Internal Consultation | Other |
| 1 | 1 | 0 | 0 | 0 |

2.6.2 Number of days past deadline

| Number of Days Past Deadline | Number of Requests Past Deadline Where No Extension Was Taken | Number of Requests Past Deadline Where An Extension Was Taken | Total |
|------------------------------|---|---|-------|
| 1 to 15 days | 1 | 0 | 1 |
| 16 to 30 days | 0 | 0 | 0 |
| 31 to 60 days | 0 | 0 | 0 |
| 61 to 120 days | 0 | 0 | 0 |
| 121 to 180 days | 0 | 0 | 0 |
| 181 to 365 days | 0 | 0 | 0 |
| More than 365 days | 0 | 0 | 0 |
| Total | 1 | 0 | 1 |

2.7 Requests for translation

| Translation Requests | Accepted | Refused | Total |
|----------------------|----------|---------|-------|
| English to French | 0 | 0 | 0 |
| French to English | 0 | 0 | 0 |
| Total | 0 | 0 | 0 |

Part 3: Disclosures Under Subsections 8(2) and 8(5)

| Paragraph 8(2)(e) | Paragraph 8(2)(m) | Subsection 8(5) | Total |
|-------------------|-------------------|-----------------|-------|
| 2 | 0 | 0 | 2 |

Part 4: Requests for Correction of Personal Information and Notations

| Disposition for Correction Requests Received | Number |
|--|--------|
| Notations attached | 0 |
| Requests for correction accepted | 0 |
| Total | 0 |

Part 5: Extensions

5.1 Reasons for extensions and disposition of requests

| Disposition of Requests Where an Extension Was Taken | 15(a)(i) Interference With Operations | 15(a)(ii) Consultation | | 15(b) Translation or Conversion |
|--|---|---------------------------|-------|---------------------------------------|
| | | Section 70 | Other | |
| All disclosed | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 0 | 0 |
| All exempted | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 |
| No records exist | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 |

5.2 Length of extensions

| Length of Extensions | 15(a)(i) Interference with operations | 15(a)(ii) Consultation | | 15(b) Translation purposes |
|----------------------|---|---------------------------|-------|----------------------------------|
| | | Section 70 | Other | |
| 1 to 15 days | 0 | 0 | 0 | 0 |
| 16 to 30 days | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 |

Part 6: Consultations Received From Other Institutions and Organizations

6.1 Consultations received from other Government of Canada institutions and other organizations

| Consultations | Other Government of Canada Institutions | Number of Pages to Review | Other Organizations | Number of Pages to Review |
|--|--|------------------------------|------------------------|------------------------------|
| Received during the reporting period | 0 | 0 | 0 | 0 |
| Outstanding from the previous reporting period | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 |
| Closed during the reporting period | 0 | 0 | 0 | 0 |
| Pending at the end of the reporting period | 0 | 0 | 0 | 0 |

6.2 Recommendations and completion time for consultations received from other Government of Canada institutions

| Recommendation | Number of Days Required to Complete Consultation Requests | | | | | | | Total |
|---------------------------|---|------------------|------------------|----------------------|-----------------------|-----------------------|-----------------------------|-------|
| | 1 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days | |
| All disclosed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Consult other institution | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

6.3 Recommendations and completion time for consultations received from other organizations

| Recommendation | Number of days required to complete consultation requests | | | | | | | Total |
|---------------------------|---|---------------|---------------|----------------|-----------------|-----------------|--------------------|-------|
| | 1 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days | |
| All disclosed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Consult other institution | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Part 7: Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

| Number of Days | Fewer Than 100 Pages Processed | | 101-500 Pages Processed | | 501-1000 Pages Processed | | 1001-5000 Pages Processed | | More than 5000 Pages Processed | |
|----------------|--------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
| | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed |
| 1 to 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16 to 30 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 31 to 60 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 61 to 120 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 121 to 180 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 181 to 365 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| More than 365 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

7.2 Requests with Privy Council Office

| Number of Days | Fewer Than 100 Pages Processed | | 101-500 Pages Processed | | 501-1000 Pages Processed | | 1001-5000 Pages Processed | | More than 5000 Pages Processed | |
|----------------|--------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
| | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed |
| 1 to 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16 to 30 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 31 to 60 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 61 to 120 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 121 to 180 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 181 to 365 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| More than 365 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Part 8: Complaints and Investigations Notices Received

| Section 31 | Section 33 | Section 35 | Court action | Total |
|------------|------------|------------|--------------|-------|
| 0 | 0 | 0 | 0 | 0 |

Part 9: Privacy Impact Assessments (PIAs)

| | |
|----------------------------|---|
| Number of PIA(s) completed | 0 |
|----------------------------|---|

Part 10: Resources Related to the Privacy Act

10.1 Costs

| Expenditures | | Amount |
|-----------------------------------|---------|-----------------|
| Salaries | | \$15,180 |
| Overtime | | \$0 |
| Goods and Services | | \$1,669 |
| • Professional services contracts | \$1,569 | |
| • Other | \$100 | |
| Total | | \$16,849 |

10.2 Human Resources

| Resources | Person Years Dedicated to Privacy Activities |
|----------------------------------|--|
| Full-time employees | 0.23 |
| Part-time and casual employees | 0.00 |
| Regional staff | 0.00 |
| Consultants and agency personnel | 0.00 |
| Students | 0.00 |
| Total | 0.23 |

Note: Enter values to two decimal places.