

**Annual Report to Parliament
on the
*Privacy Act***

April 1, 2024 to March 31, 2025

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INTRODUCTION

The Office of the Correctional Investigator is pleased to submit to Parliament its annual report on the administration of the *Privacy Act* (*PA* or the *Act*) for the fiscal year commencing on April 1, 2024 and ending March 31, 2025. This report is submitted in accordance with section 72 of the *PA*. This report is tabled in Parliament by the Minister of Public Safety, Democratic Institutions and Intergovernmental Affairs.

The *Privacy Act* took effect on July 1, 1983. The *PA* extends to individuals the right of access to information held by the government about themselves, subject to certain specific and limited exceptions. The *Act* also protects individuals' personal information and gives them substantial control over its collection, use and disclosure.

OUR MANDATE

The Office of the Correctional Investigator is mandated by Part III of the *Corrections and Conditional Release Act* as an Ombudsman for federal offenders. The primary function of the Office is to investigate and bring resolution to offender complaints. The Office also has a responsibility to review and make recommendations on the Correctional Service of Canada's policies and procedures to ensure that systemic areas of concern are identified and appropriately addressed.

OUR MISSION

As the ombudsman for federally sentenced offenders, the Office of the Correctional Investigator serves Canadians and contributes to safe, lawful and humane corrections through independent oversight of the Correctional Service of Canada by providing accessible, impartial and timely investigation of individual and systemic concerns. While an independent organization, the Office of the Correctional Investigator is part of the Public Safety portfolio.

PRIVACY ACTIVITIES

The Minister of Public Safety is the designated head of the institution for the *Privacy Act*. The Correctional Investigator has been delegated full authority under the *Privacy Act* by the Minister. Full authority under the *Act* has also been delegated to the Access to Information and Privacy Coordinator. The delegation of authority to administer the *Act* was confirmed by the Minister of Public Safety and Emergency Preparedness on November 30, 2015 (see Appendix A).

While the responsibilities of the ATIP Coordinator are assigned to the Director and Legal Counsel, the actual processing of requests and any associated activities are generally carried out by a consultant. Given the limited number of requests, it is felt that this is the most cost-effective utilization of resources and delivery of these activities.

The ATIP Coordinator is accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures to ensure the OCI's responsibilities under the *Privacy Act* are met and to enable appropriate processing and proper disclosure of information. The Coordinator is also responsible for related policies, systems and procedures emanating from the *Act*.

The main activities of the ATIP Coordinator include:

- Processing requests under the *Act*;

- Developing and maintaining policies, procedures and guidelines to ensure the *Act* is respected;
- Promoting awareness of the *Act* to ensure the organization's responsiveness to the obligations imposed on the government;
- Monitoring the Office's compliance with the *Act*, regulations and relevant procedures and policies;
- Preparing annual reports to Parliament and other statutory reports, as well as other materials that may be required by central agencies;
- Representing the Office in dealings with the Treasury Board Secretariat, the Privacy Commissioner and other government agencies regarding the application of the *Act* as they relate to the OCI; and
- Supporting the Office in meeting its commitments in relation to greater openness and transparency through proactive disclosure of information and the disclosure of information through informal avenues.

The OCI is not subject to any agreements under section 73.1 of the *Privacy Act*.

DURING THE REPORTING PERIOD

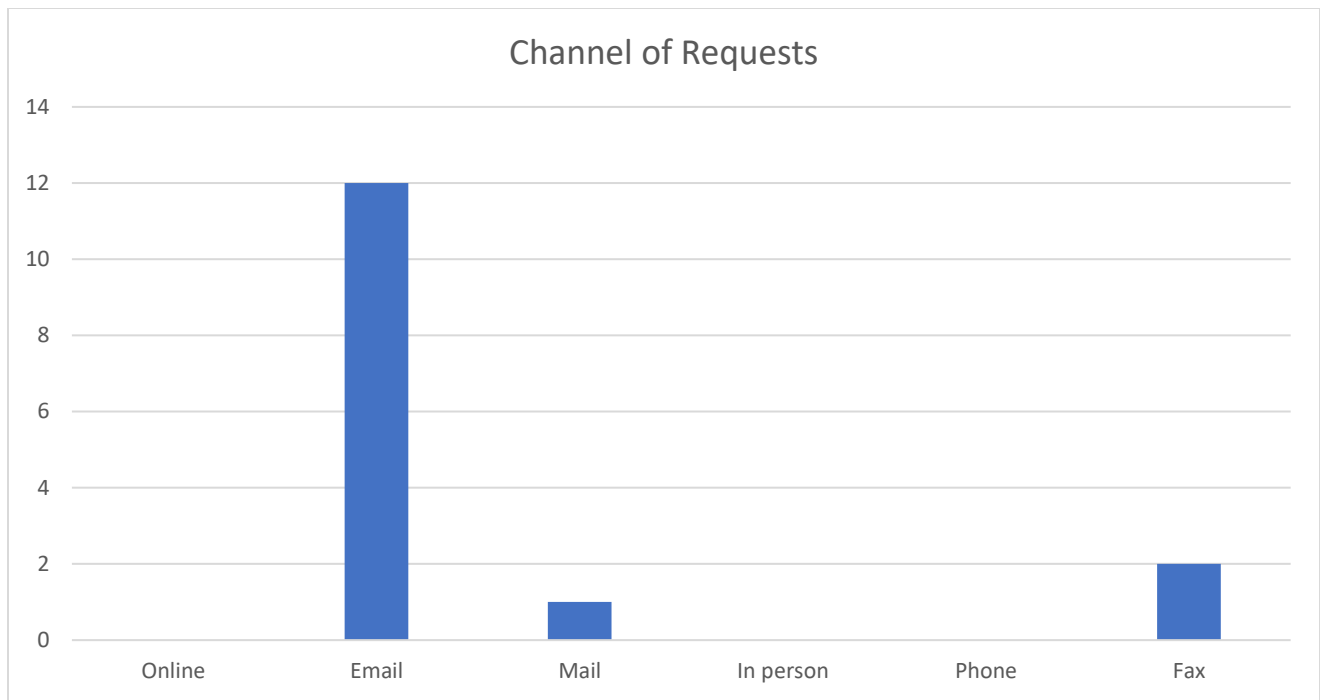
Fifteen (15) requests were received and there were three (3) outstanding requests from the previous reporting period. Of these requests;

- Nine (9) were disclosed in part (50%)
- Three (3) were disclosed in their entirety (17%)
- None were exempted or excluded in their entirety
- None were abandoned
- One (1) had no records (5%)
- Five (5) were carried forward to the next reporting period (28%)

There was (1) request outstanding from the 2022-2023 reporting period and it has since been closed.

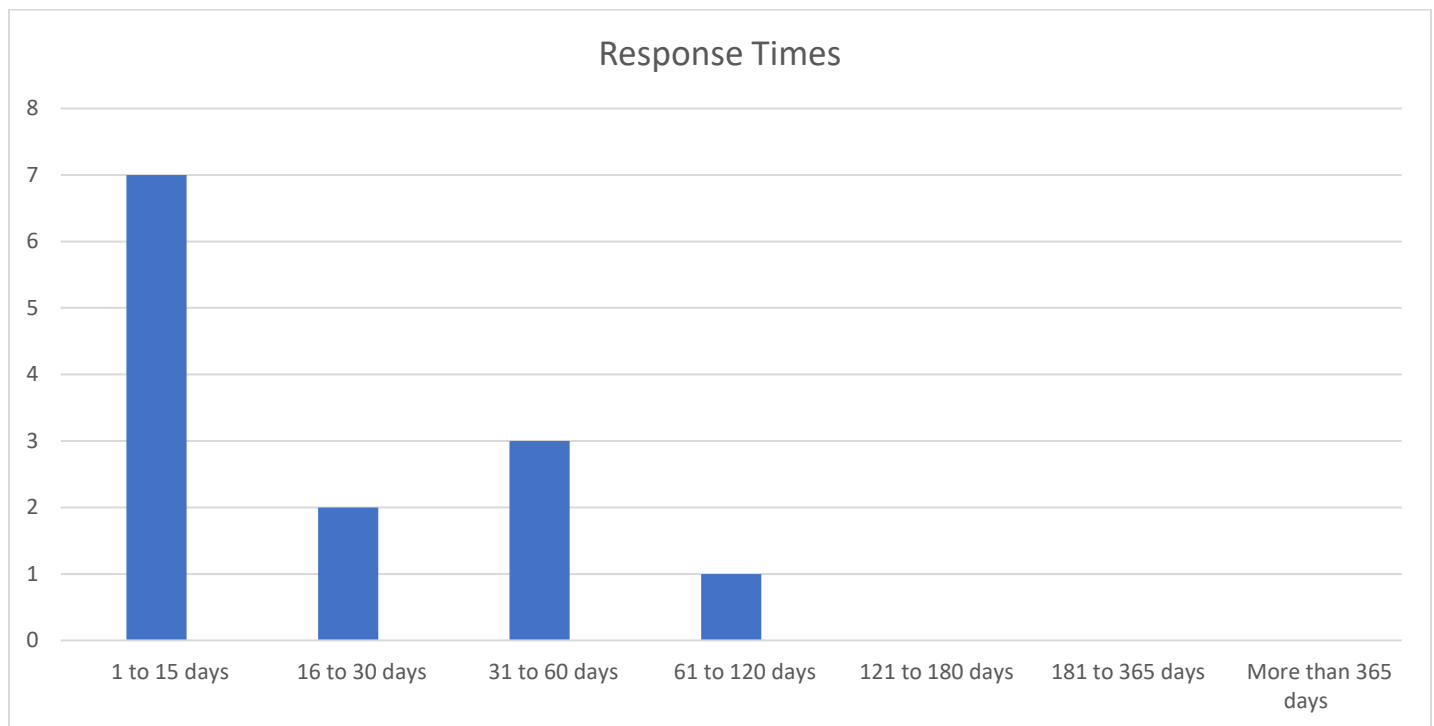
There were no consultations received.

Twelve (12) requests were received by email, one (1) by mail and two (2) were received by fax during the reporting period.



Three (3) extensions were taken for consultations.

The Office met the statutory response time for all thirteen (13) requests during the reporting period. The OCI responded to 100% of requests within the legislated timelines. This is a significant improvement from previous years.



Monitoring, of the time required to process these privacy requests was completed by the ATIP Coordinator in preparing the historical trend analysis below. The Executive Director and the ATIP

Coordinator are advised by way of a briefing note when requests are not closed within the required time limits. The briefing note advises of the reason for the late response.

No training sessions were provided during the reporting period. Advice, guidance and recommendations were provided by the consultant on an as required basis to management and staff.

There were no material privacy breaches reported this year.

The OCI received no complaints during the reporting year.

No Privacy Impact Assessments (PIAs) was completed; no new data sharing activities took place and the Office made no disclosures of personal information pursuant to subsection 8(2)(m) of the *Privacy Act*. There are no new collection or new consistent uses of Social Insurance Numbers.

COSTS

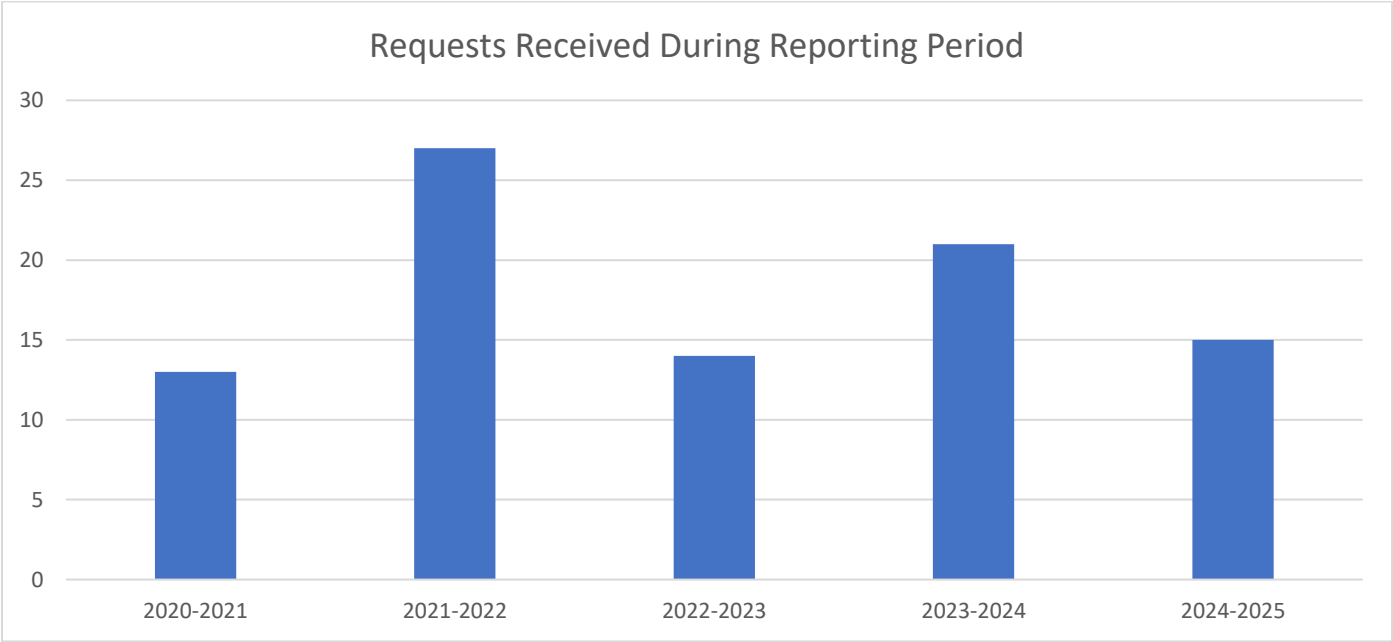
For 2024-2025, the costs directly associated with the administration of the *Privacy Act* are estimated at \$12,907.

Staff	\$5,581
Consultant fees	\$7,326
Other	\$0

The associated employee resources for 2024-2025 are estimated at 0.134 FTE for administering the *Privacy Act*.

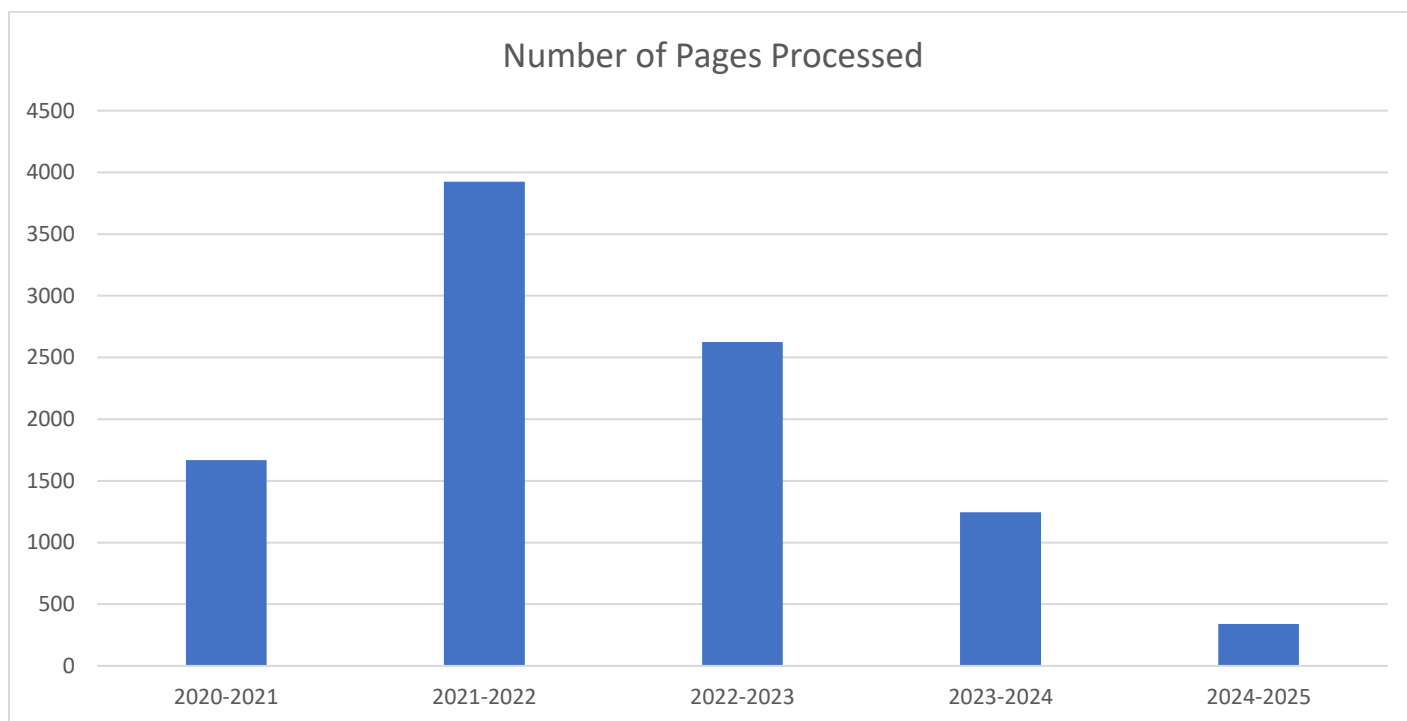
FIVE-YEAR HISTORICAL TREND ANALYSIS

Over a five-year period, from 2020-2021 to 2024-2025, the OCI received an average of eighteen (18) requests annually.



Over the last five years, the OCI has maintained a 69% completion rate of requests processed between 1-60 days.

With regard to the number of pages processed, an average of one thousand nine hundred and sixty-one (1,961) are processed per year.



The most frequently used exemptions remain:

- 26 at 58%
- 22(1)(c) at 30%
- 21(1)(c) at 6%

A total of ten (10) extensions for consultations were recorded for an average of two (2) per reporting period. No consultations were received from other government organizations.

This baseline data will continue to be used in future years to assess trends, inform ongoing improvements in the processing of Privacy requests and implement corrective measures where necessary.

APPENDIX A
Delegation Order

Privacy Act Delegation Order

Arrêté sur la délégation en vertu de la
Loi sur la protection des renseignements personnels

The Minister of Public Safety and Emergency Preparedness, pursuant to section 73 of the Privacy Act, hereby designates the persons holding the positions set out in the schedule hereto to exercise the powers and perform the duties and functions of the Minister as head of a government institution, that is, the Office of the Correctional Investigator, under the sections of the Act set out in the schedule opposite each position.

En vertu de l'article 73 de la Loi sur la protection des renseignements personnels, le Ministre de la Sécurité publique et de la Protection civile délègue aux titulaires des postes mentionnés à l'annexe ci-après les attributions dont il est, en qualité de responsable d'une institution fédérale, c'est à dire, Bureau de l'enquêteur correctionnel, investi par les articles de la Loi mentionnés en regard de chaque poste.

Schedule

Annexe

Position

Poste

Sections of the Privacy Act and Regulations

Articles de la Loi sur la Protection des
renseignements personnels et Règlement

Correctional Investigator
Enquêteur correctionnel

Full Authority
Autorité absolue

Executive Director and General Counsel
Directeur exécutif et avocat général

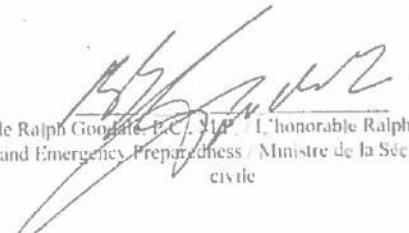
Full Authority (except 8(2)(m))
Autorité absolue (sauf 8(2)(m))

Access to Information and Privacy Coordinator
Coordonnateur, accès à l'information et protection
des renseignements personnels

Full Authority (except 8(2)(m))
Autorité absolue (sauf 8(2)(m))

Dated at the City of Ottawa this 30th day of
Nov, 2015

Daté en la ville d'Ottawa ce _____ ième jour de
_____, 2015


The Honourable Ralph Goodale, P.C., M.P., L'honorable Ralph Goodale, C.P., député
Minister of Public Safety and Emergency Preparedness / Ministre de la Sécurité publique et de la Protection
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