

**OFFICE OF THE ATIPP COORDINATOR**

**ANNUAL REVIEW**

**APRIL 1, 2007— MARCH 31, 2008**



## Disclaimer

The Office of the ATIPP Coordinator monitors the administration of the *Access to Information and Protection of Privacy Act* (the "Act") by collecting and maintaining statistics on the number of requests received, the observance of time limits, fees recorded, and the application of exceptions to access. The statistics received by the Office of the ATIPP Coordinator and provided in this Annual Review are supplied by departments and public bodies as defined by the Act and are presumed to be accurate. The Office of the ATIPP Coordinator therefore assumes no responsibility or liability of any kind regarding the accuracy of the statistics contained herein.

## Table of Contents

Message from the Minister.....	3
1. Overview.....	4
2. Statistical Reports.....	5
2.1 General Access Request.....	5
2.1.1 Volume and Requester Type.....	6
2.1.2 Frequency by Requester Type.....	8
2.1.3 Fees.....	9
2.1.4 Exceptions.....	10
2.1.5 Response Times.....	11
2.1.6 Outcomes.....	13
2.2 Personal Information Requests.....	17
2.2.1 Volume and Requester Type.....	17
2.2.2 Frequency of Requester Type.....	18
2.2.3 Exceptions.....	18
2.2.4 Response Times.....	19
2.2.5 Outcomes.....	20
3. ATIPP Office Contact Information.....	23

## Message from the Minister

I am pleased to offer remarks for the 2007-2008 Annual Review on Newfoundland and Labrador's *Access to Information and Protection of Privacy Act* (ACT). The Government of Newfoundland and Labrador continues its commitment to transparency and accountability through administration of the Act.

In 2007-2008, public bodies across the Government of Newfoundland and Labrador processed 463 requests for general access and personal information - a 23% increase from 2006-2007. The sustained efforts of the hundreds of public bodies that field ATIPP applications, together with the support of the Office of the ATIPP Coordinator, have led to results that I am proud to share with you in this review.

The Office of the ATIPP Coordinator's access and privacy professionals continue to provide advice, guidance and support to public bodies about their obligation under this legislation. The office continues to work with public bodies to facilitate ATIPP requests and provide access and privacy training.

I would like to extend thanks to our ATIPP Coordinators and all other officials throughout the Government of Newfoundland and Labrador for their continued support, dedication and hard work on all matters related to the administration of the Act.

Felix Collins  
Minister of Justice  
Attorney General

## 1. Overview

The *Access to Information and Protection of Privacy Act* (the “Act”) was proclaimed in January 2005. The provisions of the Act apply to more than 460 public bodies across the province, including government departments, agencies, health care authorities, educational boards and municipalities. The purposes of this Act are to make public bodies more accountable to the public and to protect personal privacy.

With respect to access, two categories of information are accessible to the public under the Act: general information and personal records. The Act specifies a number of conditions for providing information to applicants. It also creates a mechanism for resolving differences in the scope of information requested and ultimately provided, disputes about the extension of timelines on requests, and concerns about the appropriateness of fees by creating the Office of the Information and Privacy Commissioner.

The Office of the ATIPP Coordinator provides support and leadership in the interpretation and application of the legislation by assisting public bodies with education and training, developing policies and procedures to foster common standards, and providing advice and guidance on the processes necessary to ensure that the legislation is implemented and applied appropriately.

While the Office of the ATIPP Coordinator is responsible for the overall administration and coordination of the legislation, each public body is required to designate an Access and Privacy Coordinator. These coordinators are responsible for receiving and processing access requests, coordinating responses, educating staff and tracking requests.

The Office of the ATIPP Coordinator provides information on the Act and its administration, as well as downloadable application forms at <http://www.justice.gov.nl.ca/just/civil/atipp/>.

## 2. Statistical Reports

The public can request two types of information from public bodies under the Act: general information and personal records. Sections 2.1 and 2.2 of this review offer a statistical breakdown of the total number of access requests according to these two categories. This data is further divided by government departments and other public bodies.

Departments and public bodies that did not receive any requests for access are not included in the breakdown of statistics.

The following table depicts the total number of access requests for the 12 month period of April 1, 2007 to March 31, 2008:

REQUEST TYPE	TOTAL	PERCENTAGE %
General Access Requests to a Government Department	227	49
General Access Requests to a Public Body	136	30
Personal Information Requests to a Government Department	53	11
Personal Information Requests to a Public Body	47	10
	463	100

Table 1 - Total Number of ATIPP Requests from April 1, 2007 to March 31, 2008

### 2.1 General Access Requests

Requests for any information not defined as “personal” under the Act are handled as general access requests. These types of requests cover a wide range of subjects and records, from departmental policy documents to travel claims to archived records. This sub-chapter reports the distribution of general access requests by government department, public body and requester type. The data is detailed further to report fees recorded, severing exceptions applied, response times and outcomes of requests.

### 2.1.1 Volume and Requester Type

The Act applies to over 460 public bodies across Newfoundland and Labrador. A total of 363 General Access requests were made. Government departments received 227 (63%) requests, while public bodies received 136 (37%) requests.

DEPARTMENT	Media	Individual	Political Party	Business	Interest Group	Legal Firm	Public Body	Total
Business	2	0	0	0	0	0	0	2
Education	4	8	0	1	0	0	0	13
Environment & Conservation	9	16	0	3	4	2	0	34
Executive Council	7	0	5	0	0	2	4	18
Intergovernmental Affairs Secretariat	2	0	1	0	0	0	0	3
Office of the Chief Information Officer	0	0	0	1	0	0	0	1
Public Service Secretariat	0	3	0	0	0	0	0	3
Finance	8	6	0	0	0	1	0	15
Fisheries and Aquaculture	5	4	0	0	2	0	0	11
Government Services	4	11	0	2	0	4	0	21
Health & Community Services	9	2	1	2	0	0	0	14
Human Resources, Labour & Employment	2	1	0	3	0	0	0	6
Labour Relations Agency	0	1	0	0	0	0	1	2
Innovation, Trade & Rural Development	1	0	1	1	0	1	0	4
Justice	6	11	1	0	0	0	0	18
Royal Newfoundland Constabulary	2	2	1	0	0	1	0	6
Labrador & Aboriginal Affairs	2	2	0	0	1	0	1	6
Municipal Affairs	1	7	1	0	0	0	1	10
Fire and Emergency Services	1	0	1	0	0	0	0	2
Natural Resources	10	4	3	1	0	1	0	19
Tourism, Culture & Recreation	5	2	0	0	0	0	0	7
Transportation and Works	7	1	2	0	2	0	0	12
<b>Total by Requester Type</b>	<b>87</b>	<b>81</b>	<b>17</b>	<b>14</b>	<b>9</b>	<b>12</b>	<b>7</b>	<b>227</b>
<b>Percentage %</b>	<b>38</b>	<b>36</b>	<b>7.5</b>	<b>6.5</b>	<b>4</b>	<b>5</b>	<b>3</b>	<b>100</b>

Table 2 - General Access Requests (Department ) by Requester Type from April 1, 2007 to March 31, 2008

PUBLIC BODY	Media	Individual	Political Party	Business	Interest Group	Legal Firm	Public Body	Total
Central Health	0	1	0	0	0	0	0	1
City of St. John's	5	3	0	1	0	1	0	10
College of the North Atlantic	0	9	0	0	0	0	0	9
Eastern Health	11	4	2	1	0	1	0	19
Eastern School District	1	0	0	0	0	2	0	3
Heritage Foundation	0	1	0	0	0	0	0	1
Labrador-Grenfell Regional Health	0	0	0	0	0	1	0	1
Labrador School District	0	0	2	0	0	0	0	2
Memorial University	1	3	0	0	0	1	0	5
Multi-Materials Stewardship Board	2	0	0	0	0	0	0	2
Municipal Assessment Agency	0	2	0	0	0	0	0	2
Newfoundland & Labrador Housing Corporation	4	0	0	0	0	0	0	4
Newfoundland & Labrador Liquor Corporation	2	3	0	0	0	0	0	5
Nova Central School District	0	0	2	0	0	0	0	2
Public Utilities Board	1	0	0	0	0	0	0	1
The Rooms Corporation	0	1	0	0	0	0	0	1
Town of Bay Bulls	0	1	0	0	0	0	0	1
Town of Bay Roberts	0	2	0	0	0	0	0	2
Town of Cambellton	0	1	0	0	0	0	0	1
Town of Conception Bay South	0	1	0	1	0	0	0	2
Town of Clarenville	2	0	0	0	0	0	0	2
Town of Gambo	0	1	0	0	0	0	0	1
Town of Happy Valley-Goose Bay	1	0	0	0	1	0	0	2
Town of New-Wes-Valley	0	1	0	0	0	0	0	1
Town of Paradise	0	1	0	0	0	0	0	1
Town of Placentia	0	1	0	0	0	0	0	1
Town of Portugal Cove - St Philip's	0	16	0	0	0	0	0	16
Town of St. George's	0	9	0	0	0	1	0	10
Town of Steady Brook	0	11	0	0	0	1	0	12
Town of Torbay	0	3	0	0	0	0	0	3
Western School District	0	3	2	0	0	0	0	5
Workplace Health, Safety & Compensation Commission	0	7	0	1	0	0	0	8
<b>Total</b>	<b>30</b>	<b>85</b>	<b>8</b>	<b>4</b>	<b>1</b>	<b>8</b>	<b>0</b>	<b>136</b>
<b>Percentage %</b>	<b>22</b>	<b>62</b>	<b>6</b>	<b>3</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>100</b>

Table 3 – General Access Requests (Public Body) by Requester Type from April 1, 2007 to March 31, 2008



## Synopsis

In 2007-08, departments received 227 general access requests. Environment and Conservation received the most requests with 34 (15%), Government Services received the second highest amount with 21 (9%) requests.

Public bodies received 136 general access requests. Eastern Health received the most requests with 19 (14%). The Town of Portugal Cove—St. Philip’s received 16 (12%) while the Town of Steady Brook received 12 (9%).

### 2.1.2 Frequency by Requester Type

REQUESTER TYPE	DEPARTMENT	PUBLIC BODY	TOTAL	PERCENTAGE
Individual	81	85	166	46
Media	87	30	117	32
Political Party	17	8	25	6.5
Business	14	4	18	5
Interest Group	9	1	10	3
Legal Firm	12	8	20	5.5
Other Public Body	7	0	7	2
<b>Total</b>	<b>227</b>	<b>136</b>	<b>363</b>	<b>-</b>
<b>Percentage</b>	<b>63</b>	<b>37</b>	<b>-</b>	<b>100</b>

Table 4– General Access Requests by Frequency of Requester Type from April 1, 2007 to March 31, 2008.

## Synopsis

Individuals made the most requests, submitting 166 (46%) general access requests. Media submitted 117 (32%) while political parties submitted 25 (6.5%).

### 2.1.3 Fees

Section 68 of the Act gives the Minister of Justice the right to establish a Fee Schedule. These fees include a \$5.00 application fee, \$15.00/hour for searching and reproducing records, \$0.25/page for photocopies, as well as any associated shipping costs. Only the \$5.00 application fee may be charged for personal information requests. Fees are not charged for the first 2 hours to search for or reproduce a record. The head of a public body may waive the requirement to pay any fees if payment would impose an unreasonable financial hardship on the applicant. The head may also waive the \$5 application fee for personal information requests if deemed reasonable and fair in the circumstances. The following table represents a breakdown of the fees recorded by government departments and public bodies for general access requests, not including the \$5.00 application fee.

DEPARTMENT	TOTAL (\$)	PUBLIC BODY	TOTAL (\$)
Environment and Conservation	<b>4341.88</b>	City of St. John's	<b>227.25</b>
<i>Executive Council</i> Intergovernmental Affairs Secretariat	<b>9.50</b>	Eastern Health	<b>1150.75</b>
Fisheries and Aquaculture	<b>195.00</b>	Labrador-Grenfell Regional Integrated Health Authority	<b>10.00</b>
Health and Community Services	<b>114.00</b>	Memorial University of Newfoundland	<b>100.57</b>
Innovation, Trade & Rural Development	<b>154.00</b>	Rooms Corporation	<b>9.30</b>
Labrador & Aboriginal Affairs	<b>127.25</b>	Town of Happy Valley-Goose Bay	<b>281.95</b>
Natural Resources	<b>525.00</b>	Town of Paradise	<b>17.75</b>
		Town of Steady Brook	<b>75.00</b>
<b>Total</b>	<b>\$5466.63</b>	<b>Total</b>	<b>\$1872.57</b>

Table 5—Fees Recorded for General Access Requests from April 1, 2007 to March 31, 2008

### 2.1.4 Exceptions

Under the Act, certain types of information are exempt from disclosure to requesters. The twelve sections of the Act that detail these exceptions can be separated into two main categories: mandatory exceptions, which departments and public bodies must apply and discretionary exceptions, which department and public bodies may choose to apply.

Since a single request may list more than one exception, the numbers noted in this table will not correlate to the total number of general access requests received during this timeframe. For example, one record or piece of information could be severed citing cabinet confidences (s. 18), harm to the economic interests of a public body ( s.24) and advice or recommendations (s.20).

SECTION OF THE ATIPP ACT	TOTAL	PERCENTAGE %
<b>MANDATORY</b>		
18 – Cabinet Confidences	14	6
27 – Disclosure Harmful to the Business Interests of a Third Party	28	11
30 – Personal Information	89	37
<b>DISCRETIONARY</b>		
19 – Local Public Body Confidences	4	1.5
20 – Policy Advice or Recommendations	30	12.5
21 – Legal Advice	22	9
22 – Disclosure Harmful to Law Enforcement	18	8
23 – Disclosure Harmful to Intergovernmental Relations or Negotiations	12	5
24 – Disclosure Harmful to the Financial or Economic Interest of a Public Body	21	9
25 – Disclosure Harmful to Conservation	0	0
26 – Disclosure Harmful to Individual or Public Safety	2	1
<b>Total</b>	<b>240</b>	<b>100</b>

Table 6– Exceptions to Disclosure for General Access Requests from April 1, 2007 to March 31, 2008.

### Synopsis

Section 30, the mandatory exception for personal information, was the most widely applied exception to access at 89 times (37% of all applied exceptions). Section 20, policy advice or recommendations, was applied 30 times (12.5% of all applied exceptions).

### 2.1.5 Response Times

The Act requires that public bodies respond to a request within 30 days of receipt. The response time may be extended for another 30 days where:

- There are insufficient details to allow the public body to identify records;
- A large number of records need to be searched and responding within 30 days would interfere unreasonably with operations; or
- Notice is given to a third party under section 28 and additional time is needed.

DEPARTMENT & PUBLIC BODY	30 Days	30 – 60 Days	60+ Days	Total
Business	1	1	1	3
Education	12	1	0	13
Environment and Conservation	18	7	5	30
Executive Council	18	0	0	18
Intergovernmental Affairs Secretariat	1	1	0	2
Office of the Chief Information Officer	1	0	0	1
Public Service Secretariat	1	0	0	1
Finance	4	4	0	8
Fisheries and Aquaculture	5	2	2	9
Government Services	21	1	0	22
Health and Community Services	10	1	2	13
Human Resources, Labour and Employment	4	0	0	4
Labour Relations Agency	2	0	0	2
Innovation, Trade and Rural Development	2	4	0	6
Justice	17	1	1	19
Royal Newfoundland Constabulary	4	0	0	4
Labrador & Aboriginal Affairs	4	1	1	6
Municipal Affairs	8	1	0	9
Fire and Emergency Services	1	0	0	1
Natural Resources	9	9	0	18
Tourism, Culture and Recreation	4	4	0	8
Transportation and Works	11	0	1	12
Central Health	1	1	0	2
City of St. John's	9	3	0	12
College of the North Atlantic	11	0	0	11

<b>DEPARTMENT &amp; PUBLIC BODY</b>	<b>30 Days</b>	<b>30 – 60 Days</b>	<b>60+ Days</b>	<b>Total</b>
Eastern Health	16	3	0	<b>19</b>
Eastern School District	2	0	0	<b>2</b>
Heritage Foundation	1	0	0	<b>1</b>
Labrador-Grenfell Regional Health	1	1	0	<b>2</b>
Labrador School District	2	0	0	<b>2</b>
Memorial University	2	1	3	<b>6</b>
Municipal Assessment Agency	1	0	0	<b>1</b>
Newfoundland Film development Corporation	0	1	0	<b>1</b>
Newfoundland & Labrador Housing Corporation	4	0	2	<b>6</b>
Newfoundland & Labrador Liquor Corporation	5	0	0	<b>5</b>
Nova Central School District	2	0	0	<b>2</b>
The Rooms Corporation	1	0	0	<b>1</b>
Town of Bay Bulls	1	0	0	<b>1</b>
Town of Bay Roberts	2	0	0	<b>2</b>
Town of Conception Bay South	1	0	0	<b>1</b>
Town of Clarenville	1	0	1	<b>2</b>
Town of Gambo	0	1	0	<b>1</b>
Town of Happy Valley Goose Bay	0	2	0	<b>2</b>
Town of Harbour Grace	1	0	0	<b>1</b>
Town of New-Wes-Valley	1	0	0	<b>1</b>
Town of Paradise	1	0	0	<b>1</b>
Town of Portugal Cove - St. Philip's	14	3	1	<b>18</b>
Town of St. George's	9	0	0	<b>9</b>

DEPARTMENT & PUBLIC BODY	30 Days	30 – 60 Days	60+ Days	Total
Town of Steady Brook	10	0	0	10
Town of Torbay	1	0	2	3
Western Regional Integrated Health Authority	1	0	0	1
Western School District	2	0	0	2
Workplace Health, Safety & Compensation Commission	6	2	0	8
<b>Total</b>	<b>267</b>	<b>56</b>	<b>22</b>	<b>345</b>
<b>Percentage %</b>	<b>78</b>	<b>16</b>	<b>6</b>	<b>100</b>

Table 7—General Access Requests by Response Time from April 1, 2007 to March 31, 2008

## Synopsis

The majority of general access requests, 267 (78%), were completed within the initial 30 day period. 56 (16%) were completed within the allowable extended timeframe of 30-60 days, and 22 (6%) were addressed in over 60 days. The total general access responses by department and public body do not equal the total general access requests by department and public body found in Tables 1, 2 and 3 as some requests were still active at the end of the reporting period, thus showing no response time.

### 2.1.6 Outcomes

Responding to general access requests can result in a range of possible outcomes. The outcome may be full or partial disclosure; the requester may withdraw or abandon the request; or the record may not exist or may already be available in the public domain. Where records are partially disclosed, exceptions have been applied and certain information has been severed in accordance with the legislation.

<b>OUTCOMES by DEPARTMENT</b>	Full	Partial	Access Denied	Transfer	Informal or Routine Disclosure	Abandon	Public Domain	Do not Exist	Repetitive or Unclear	Withdrawn	Total
Business	2	1	0	0	0	0	0	0	0	0	3
Education	6	1	1	1	0	2	0	1	0	1	13
Environment & Conservation	9	12	0	0	0	2	2	2	3	0	30
Executive Council	8	3	1	0	0	0	0	6	0	0	18
Intergovernmental Affairs Secretariat	0	2	0	0	0	0	0	0	0	0	2
Office of the Chief Information Officer	0	1	0	0	0	0	0	0	0	0	1
Public Service Secretariat	0	0	0	0	0	1	0	0	0	0	1
Finance	3	1	2	0	2	0	0	0	0	0	8
Fisheries and Aquaculture	2	3	0	1	0	2	0	1	0	0	9
Government Services	7	6	2	2	0	1	1	2	1	0	22
Health & Community Services	1	9	0	1	0	0	0	2	0	0	13
Human Resources Labour & Employment	1	2	0	0	0	0	0	1	0	0	4
Labour Relations Agency	1	0	0	0	0	0	0	1	0	0	2
Innovation, Trade & Rural Development	1	3	1	0	0	1	0	0	0	0	6
Justice	5	5	4	2	0	0	0	3	0	0	19
Royal Newfoundland Constabulary	1	0	2	1	0	0	0	0	0	0	4
Labrador and Aboriginal Affairs	0	4	0	1	0	1	0	0	0	0	6
Municipal Affairs	3	4	0	0	0	2	0	0	0	0	9
Fire and Emergency Services	0	1	0	0	0	0	0	0	0	0	1
Natural Resources	5	6	1	0	0	6	0	0	0	0	18
Tourism, Culture and Recreation	3	1	0	0	0	4	0	0	0	0	8
Transportation and Works	7	3	0	0	0	1	0	1	0	0	12
<b>Total</b>	65	69	14	9	2	23	3	20	4	1	209
<b>Percentage %</b>	31	33	6	4	1	11	1.5	10	2	.5	100

**Table 8– General Access Requests ( Department) Final Outcome from April 1, 2007 to March 31, 2008**

## Synopsis

The majority of general access requests, 134 (64%) made to government departments resulted in full or partial disclosure. 23 (11%) general access requests were abandoned. The total outcomes by department does not equal the total general requests by department in Tables 1 and 2 as some requests were still active at the end of the reporting period, thus showing no outcome.

<b>OUTCOMES by PUBLIC BODY</b>	Full	Partial	Access Denied	Abandon	Public Domain	Do Not Exist	Refuse to Confirm or Deny	Repetitive or Unclear	Informal or Routine Disclosure	Withdrawn	Total
Central Health	2	0	0	0	0	0	0	0	0	0	2
City of St. John's	8	3	0	1	0	0	0	0	0	0	12
College of the North Atlantic	6	2	1	1	0	0	0	1	0	0	11
Eastern Health	7	9	1	1	0	1	0	0	0	0	19
Eastern School District	1	0	1	0	0	0	0	0	0	0	2
Heritage Foundation	0	1	0	0	0	0	0	0	0	0	1
Labrador School District	0	0	0	0	2	0	0	0	0	0	2
Labrador—Grenfell Regional Integrated Health	0	1	0	0	0	0	0	0	1	0	2
Memorial University	0	1	3	2	0	0	0	0	0	0	6
Municipal Assessment Agency	0	0	0	0	0	0	0	0	0	1	1
Newfoundland Film Development Corporation	0	1	0	0	0	0	0	0	0	0	1
Newfoundland Housing Corporation	1	0	0	0	0	4	0	0	1	0	6
Newfoundland Liquor Corporation	2	1	0	0	0	2	0	0	0	0	5
Nova Central School District	0	0	0	0	0	0	0	0	2	0	2
Rooms Corporation	0	0	0	1	0	0	0	0	0	0	1
Town of Bay Bulls	0	1	0	0	0	0	0	0	0	0	1
Town of Bay Roberts	0	2	0	0	0	0	0	0	0	0	2
Town of Conception Bay South	1	0	0	0	0	0	0	0	0	0	1
Town of Clarenville	0	1	1	0	0	0	0	0	0	0	2
Town of Gambo	1	0	0	0	0	0	0	0	0	0	1
Town of Happy Valley - Goose Bay	2	0	0	0	0	0	0	0	0	0	2
Town of Harbour Grace	1	0	0	0	0	0	0	0	0	0	1
Town of New -Wes- Valley	0	0	0	0	0	1	0	0	0	0	1
Town of Paradise	0	0	0	0	0	1	0	0	0	0	1



<b>OUTCOMES by PUBLIC BODY</b>	Full	Partial	Access Denied	Abandon	Public Domain	Do Not Exist	Refuse to Confirm or Deny	Repetitive or Unclear	Informal or Routine Disclosure	Withdrawn	<b>Total</b>
Town of Portugal Cove - St. Philip's	7	5	1	0	0	2	0	2	0	1	<b>18</b>
Town of St. George's	3	0	1	0	1	3	1	0	0	0	<b>9</b>
Town of Steady Brook	9	0	1	0	0	0	0	0	0	0	<b>10</b>
Town of Torbay	2	1	0	0	0	0	0	0	0	0	<b>3</b>
Western Regional Integrated Health Authority	0	0	0	0	0	0	0	0	1	0	<b>1</b>
Western School District	2	0	0	0	0	0	0	0	0	0	<b>2</b>
Workplace Health , Safety and Compensation Commission	2	2	3	0	0	1	0	0	0	0	<b>8</b>
<b>Total</b>	<b>57</b>	<b>31</b>	<b>13</b>	<b>6</b>	<b>3</b>	<b>15</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>2</b>	<b>136</b>
Percentage %	<b>42</b>	<b>23</b>	<b>10</b>	<b>4</b>	<b>2</b>	<b>11</b>	<b>1</b>	<b>2</b>	<b>3.5</b>	<b>1.5</b>	<b>100</b>

**Table 9 – General Access Requests (Public Body) by Final Outcome from April 1, 2007 to March 31, 2008**

**Synopsis**

The majority of general access requests, 88 (65%) made to public bodies resulted in full or partial disclosure. 11% of access requests were for records that did not exist while 10% of requests were denied access. The total outcomes by public body does not equal the total general requests by public body show in Tables 1 and 3 as some requests were still active at the end of the reporting period, thus showing no outcome.

## 2.2 Personal Information Requests

Personal Information can be requested by the individual the information is about or by a delegated authority on behalf of that individual. Requests for personal information are subject only to the one time application fee of \$5.00 and no additional fees may be charged.

### 2.2.1 Volume and Requester Type

DEPARTMENT & PUBLIC BODY	Individual	Legal Firm	Media	Political Party	TOTAL
Education	3	0	0	0	3
Environment and Conservation	1	0	0	0	1
Executive Council	7	0	0	0	7
Public Service Secretariat	8	0	0	0	8
Finance	1	0	0	0	1
Health and Community Services	1	0	0	0	1
Human Resources, Labour and Employment	1	0	0	0	1
Labor Relations Agency	1	0	0	0	1
Justice	12	0	0	0	12
Royal Newfoundland Constabulary	5	0	0	0	5
Municipal Affairs	10	0	0	0	10
Natural Resources	0	2	0	0	2
Transportation and Works	1	0	0	0	1
Central Health	2	0	0	0	2
City of St. John's	1	0	0	0	1
College of the North Atlantic	22	0	0	0	22
Eastern Health	4	0	0	0	4
Eastern School District	2	0	0	0	2
Memorial University	9	0	0	0	9
Town of Gander	2	0	0	0	2
Town of Portugal Cove - St. Philip's	2	0	0	0	2
Town of Wabana	1	0	0	0	1
Workplace Health, Safety & Compensation Commission	2	0	0	0	2
Total	98	2	0	0	100
Percentage %	98	2	0	0	100

Table 10 - Personal Information Requests by Requester Type from April 1, 2007 to March 31, 2008

## Synopsis

College of the North Atlantic received 22 (22%) Personal Information requests, more than any other public body or government department.

### 2.2.2 Frequency of Requester Type

REQUESTER TYPE	DEPARTMENTS	PUBLIC BODIES	TOTAL	PERCENT-AGE %
Individual	51	47	98	98
Legal Firm	2	0	2	2
Media	0	0	0	0
Political Party	0	0	0	0
<b>Total</b>	<b>53</b>	<b>47</b>	<b>100</b>	<b>100</b>

Table 11—Personal Information Requests by Requester Type from April 1, 2007 to March 31, 2008

### 2.2.3 Exceptions

SECTION OF THE ATIPP ACT	TOTAL	PERCENTAGE %
<b>MANDATORY</b>		
18 – Cabinet Confidences	7	5.5
27 – Disclosure Harmful to the Business Interests of a Third Party	5	4.1
30 – Personal Information	46	37.5
<b>DISCRETIONARY</b>		
19 – Local Public Body Confidences	0	0
20 – Policy Advice or Recommendations	20	16
21 – Legal Advice	19	15.5
22 – Disclosure Harmful to Law Enforcement	13	10.5
23 – Disclosure Harmful to Intergovernmental Relations or Negotiations	1	0.8
24 – Disclosure Harmful to the Financial or Economic Interest of a Public Body	11	9
25 – Disclosure Harmful to Conservation	0	0
26 – Disclosure Harmful to Individual or Public Safety	1	0.8
<b>Total</b>	<b>123</b>	<b>100</b>

Table 12—Exceptions to Disclosure for Personal Information Requests from April 1, 2007 to March 31, 2008

## Synopsis

The same exceptions apply to general access requests as apply to requests for personal information. When section 30 is cited in a personal information request, it relates to the personal information of an individual other than the requester. Section 30, the mandatory exception for personal information, was applied 46 times (37.5%). Section 20, policy advice and recommendations was applied 20 times (16%) while Section 21, legal advice, applied 19 times (15.5%).

### 2.2.4 Response Times

DEPARTMENT & PUBLIC BODY	30 Days	30 – 60 Days	60+ Days	TOTAL
Education	3	0	0	3
Environment and Conservation	1	0	0	1
Executive Council	6	1	1	8
Public Service Secretariat	8	0	0	8
Health and Community Services	1	1	0	2
Human Resources Labour and Employment	1	0	0	1
Labour Relations Agency	1	0	0	1
Justice	8	4	0	12
Royal Newfoundland Constabulary	5	0	0	5
Municipal Affairs	7	3	0	10
Natural Resources	1	0	0	1
Transportation and Works	0	1	0	1
Central Health	3	0	0	3
City of St. John's	1	0	0	1
College of the North Atlantic	16	9	2	27
Eastern Health	3	0	0	3
Eastern School District	1	1	0	2
Memorial University	3	2	4	9

<b>DEPARTMENT &amp; PUBLIC BODY</b>	<b>30 Days</b>	<b>30 – 60 Days</b>	<b>60+ Days</b>	<b>TOTAL</b>
Town of Gander	1	0	0	1
Town of Portugal Cove - St. Philip's	2	0	0	2
Town of Wabana	1	0	0	1
Workplace, Health, Safety and Compensation Committee	2	0	0	2
<b>Total</b>	<b>75</b>	<b>22</b>	<b>7</b>	<b>104</b>
<b>Percentage %</b>	<b>72</b>	<b>21</b>	<b>7</b>	<b>100</b>

**Table 13– Personal Information Requests by Response Time from April 1, 2007 to March 31, 2008**

### Synopsis

The majority of requests for personal records, 75 (72%) were responded to within the initial 30 day period. 22 (21%) requests were dealt with within the allowable extended time frame of 30-60 days and 7 (7%) requests exceeded the 60 day limit.

### 2.2.5 Outcomes

Personal information requests made to departments and public bodies resulted in a variety of outcomes. Outcomes that were not reported have been omitted from the respective tables.

<b>OUTCOMES BY DEPARTMENT</b>	<b>Full</b>	<b>Partial</b>	<b>Access Denied</b>	<b>Abandon</b>	<b>Transfer</b>	<b>Do not exist</b>	<b>Total</b>
Education	1	1	0	0	1	0	3
Environment and Conservation	1	0	0	0	0	0	1
Executive Council	1	1	0	0	0	6	8
Public Service Secretariat	0	6	0	0	0	2	8
Health and Community Services	1	0	0	0	1	0	2

OUTCOMES BY DEPARTMENT	Full	Partial	Access Denied	Abandon	Transfer	Do not exist	Total
Human Resources, Labour and Employment	1	0	0	0	0	0	1
Labour Relations Agency	0	0	1	0	0	0	1
Justice	0	10	0	0	2	0	12
Royal Newfoundland Constabulary	2	2	1	0	0	0	5
Municipal Affairs	5	4	0	0	0	1	10
Natural Resources	0	0	0	1	0	0	1
Transportation and Works	0	1	0	0	0	0	1
<b>Total</b>	<b>12</b>	<b>25</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>9</b>	<b>53</b>
<b>Percentage %</b>	<b>22.5</b>	<b>47</b>	<b>4</b>	<b>2</b>	<b>7.5</b>	<b>17</b>	<b>100</b>

Table 14 - Final Outcome by Department—Personal Information Requests for April 1, 2007 to March 31, 2008

**Synopsis**

37 (70%) personal information requests to government departments resulted in full or partial disclosure.

OUTCOMES BY PUBLIC BODY	Full	Partial	Access Denied	Abandon	Public Domain	Repetitive	Withdraw	Do not exist	Total
Central Health	1	1	0	1	0	0	0	0	3
City of St. John's	1	0	0	0	0	0	0	0	1
College of the North Atlantic	1	19	4	0	0	0	1	2	27
Eastern Health	0	2	0	0	1	0	0	0	3
Eastern School District	1	0	0	1	0	0	0	0	2
Memorial University	1	6	1	0	0	1	0	0	9

<b>OUTCOMES BY PUBLIC BODY</b>	Full	Partial	Access Denied	Abandon	Public Domain	Repetitive	Withdraw	Do not exist	<b>Total</b>
Town of Gander	0	0	0	0	0	0	0	1	1
Town of Portugal Cove - St. Philip's	1	1	0	0	0	0	0	0	2
Town of Wabana	1	0	0	0	0	0	0	0	1
Workplace Health, Safety and Compensation Commission	0	2	0	0	0	0	0	0	2
<b>Total</b>	<b>7</b>	<b>31</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>51</b>
<b>Percentage %</b>	<b>13.5</b>	<b>60.5</b>	<b>10</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>6</b>	<b>100</b>

Table 15— Final Outcome by Public Body—Personal Information Requests for April 1, 2007 to March 31, 2008

### Synopsis

38 (75%) personal information requests to public bodies resulted in full or partial disclosure.

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