

OFFICE OF THE ATIPP COORDINATOR

ANNUAL REVIEW

APRIL 1, 2006— MARCH 31, 2007



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 Report 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 Requests	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	15
2.2.1 Volume and Requester Type	15
2.2.2 Frequency of Requester Type	16
2.2.3 Exceptions	16
2.2.4 Response Times.....	17
2.2.5 Outcomes	18
3. Organization of Activities.....	20
4. Education and Training Activities	21
5. Budget and Resource Deployment	22
Index of Tables	23
ATIPP Office Contact Information	24

Message from the Minister

I am pleased to offer remarks for the 2006-2007 Annual Review on Newfoundland and Labrador's *Access to Information and Protection of Privacy Act*. The proclamation of this legislation in 2005 represented a significant milestone for a government that is committed to transparency and accountability.

In 2006-2007, public bodies across the Government of Newfoundland and Labrador processed 376 requests for general access and personal information. The continued efforts of the hundreds of public bodies that field ATIPP applications, together with the support of the Office of the ATIPP Coordinator, has once again led to results which I am proud to share with you in this review.

The Office of the ATIPP Coordinator provides advice, guidance and support to public bodies about their obligations 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 *Access to Information and Protection of Privacy Act*.

Felix Collins
Minister of Justice
and 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.

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. This oversight body is responsible for protecting and upholding access to information and protection of privacy rights under the Act.

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. In preparation for the proclamation of privacy (Part IV of the Act, “Protection of Privacy”), this Office has been working with public bodies by providing training sessions and, in the latter parts of the reporting period, creating policy frameworks to ease the transition once the privacy provisions come into force.

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/>. Any comparative analysis with last year’s statistics should be done in light of the fact that the reporting period for the Access to Information and Protection of Privacy Annual Review 2005-2006 comprised a 15-month period as opposed to the 12-month period of this report.

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 report offer a statistical breakdown of the total number of access requests according to these two categories.

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, 2006 to March 31, 2007:

REQUEST TYPE	TOTAL	PERCENTAGE
General Access Requests to a Government Department	220	59%
General Access Requests to a Public Body	79	21%
Personal Information Requests to a Government Department	21	5%
Personal Information Requests to a Public Body	56	15%
	376	100%

Table 1 - Total Number of ATIPP Requests from April 1, 2006 to March 31, 2007

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. Of that group, 49 (approximately 11%) received 299 general access requests for the period of March 1, 2006 to April 31, 2007. Government departments received 220 (74%) requests, while public bodies received 79 (26%) requests.

DEPARTMENT	Media	Individual	Political Party	Business	Interest Group	Legal Firm	Public Body	Total
Business	4	1	4	0	0	0	0	9
Education	0	1	1	0	0	0	0	2
Environment & Conservation	1	36	2	2	0	1	0	42
Executive Council	13	1	6	0	0	0	0	20
Intergovernmental Affairs Secretariat	1	0	1	0	0	0	0	2
Public Service Secretariat	0	2	0	0	0	0		2
Finance	7	1	5	1	0	0	0	14
Fisheries and Aquaculture	2	0	3	1	1	0	1	8
Government Services	4	17	1	3	0	1	0	26
Health & Community Services	4	1	1	6	0	0	0	12
Human Resources, Labour & Employment	1	1	1	0	0	0	0	3
Innovation, Trade & Rural Development	4	2	3	1	3	1	0	14
Justice	4	2	1	0	1	0	0	8
Royal Newfoundland Constabulary	1	1	0	0	0	0	0	2
Labrador & Aboriginal Affairs	3	0	3	0	0	0	0	6
Municipal Affairs	4	5	0	0	0	0	2	11
Natural Resources	13	7	4	1	1	0	0	26
Tourism, Culture & Recreation	1	1	0	0	0	0	0	2
Transportation and Works	5	1	2	2	0	1	0	11
Total by Requester Type	72	80	38	17	6	4	3	220
Percentage	33%	36%	17%	8%	3%	2%	1%	100%

Table 2 – General Access Requests (Department) by Requester Type from April 1, 2006 to March 31, 2007

Synopsis

In 2006-07, departments received 220 general access requests. The Department of Environment and Conservation received the most requests at 42 (19%). Government Services and the Department of Natural Resources each received 26 (12%) requests.

PUBLIC BODY	Media	Individual	Political Party	Business	Interest Group	Legal Firm	Public Body	Total
Central Health	1	1	0	0	0	0	0	2
City of St. John's	1	2	0	1	0	1	0	5
College of the North Atlantic	0	4	0	1	0	0	0	5
Eastern Health	3	1	0	0	0	0	0	4
Eastern School District	0	2	0	0	0	0	0	2
Labrador-Grenfell Regional Health	1	0	0	0	0	0	0	1
Marble Mountain Development Corporation	1	0	0	0	0	0	0	1
Memorial University of Newfoundland	0	14	0	0	0	0	0	14
Municipal Assessment Agency	0	2	0	0	0	0	0	2
Newfoundland Film Development	1	0	0	0	0	0	0	1
Newfoundland & Labrador Housing	2	1	0	1	0	0	0	4
Newfoundland & Labrador Hydro	1	1	0	1	0	0	0	3
Newfoundland & Labrador Liquor Corporation	2	1	0	0	0	0	0	3
The Rooms Corporation	0	0	0	0	0	1	0	1
Town of Bay Bulls	0	0	0	0	0	1	0	1
Town of Bay Roberts	0	2	0	0	0	0	0	2
Town of Brighton	0	1	0	0	0	0	0	1
Town of Conception Bay South	0	2	0	0	0	0	0	2
Town of Clarenville	0	1	0	0	0	0	0	1
Town of Embree	0	0	0	0	0	0	1	1
Town of Harbour Grace	0	1	0	0	0	0	0	1
Town of Paradise	0	0	0	0	0	1	0	1
Town of Portugal Cove - St. Philips	0	10	0	0	0	0	0	10
Town of St. George's	0	1	0	0	0	0	0	1
Town of Stephenville	0	4	0	0	0	0	0	4
Town of Summerford	0	1	0	0	0	0	0	1
Town of Whitbourne	0	0	0	1	0	0	0	1
Western Regional Health Authority	1	0	0	0	0	0	0	1
Western School District	0	1	0	0	0	0	0	1
Workplace Health, Safety & Compensation Commission	0	1	0	0	1	0	0	2
Total	14	54	0	5	1	4	1	79
Percentage	18%	69%	0%	6%	1%	5%	1%	100%

Synopsis

In 2006-07, public bodies received 79 general access requests. Memorial University received the most requests at 14 (18%). The Town of Portugal Cove - St. Philips received 10 (13%) requests, while the City of St. John’s and College of the North Atlantic each received 5 (6%) requests.

2.1.2 Frequency by Requester Type

REQUESTER TYPE	DEPARTMENT	PUBLIC BODY	TOTAL	PERCENTAGE
Individual	80	54	134	45%
Media	72	14	86	29%
Political Party	38	0	38	12%
Business	17	5	22	7%
Interest Group	6	1	7	3%
Legal Firm	4	4	8	3%
Other Public Body	3	1	4	1%
Total	220	79	299	100%
Percentage	74%	26%		

Table 4 - General Access Requests by Frequency of Requester Type from April 1, 2006 to March 31, 2007

Synopsis

Individuals comprised the most frequent requester type, submitting 134 (45%) general access requests. Media submitted 86 (29%) requests, while political parties submitted 38 (12%) requests.

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 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 (\$)
Education	49.00	City of St. John's	2670.75
Environment and Conservation	2152.76	College of the North Atlantic	33.00
Executive Council	45.00	Eastern Health	299.25
Intergovernmental Affairs Secretariat	6.75	Marble Mountain Development Corp.	42.25
Fisheries and Aquaculture	118.75	Newfoundland Hydro	460.00
Government Services	347.50	Town of Bay Bulls	110.50
Health and Community Services	21.75	Town of Brighton	50.00
Innovation, Trade & Rural Development	749.00	Town of CBS	3.75
Labrador and Aboriginal Affairs	30.25	Town of Portugal Cove-St. Philips	57.50
Transportation and Works	45.00	Town of Summerside	4.25
Department Total:	\$3565.76	Public Body Total:	\$3731.25

Table 5 – Fees Recorded for General Access Requests from April 1, 2006 to March 31, 2007

2.1.4 Exceptions

Under the Act, certain types of information are exempt from disclosure to requesters. The eleven 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 departments 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
MANDATORY		
18 – Cabinet Confidences	12	6%
27 – Disclosure Harmful to the Business Interests of a Third Party	43	21%
30 – Personal Information	72	36%
DISCRETIONARY		
19 – Local Public Body Confidences	4	2%
20 – Policy Advice or Recommendations	17	8.5%
21 – Legal Advice	10	5%
22 – Disclosure Harmful to Law Enforcement	4	2%
23 – Disclosure Harmful to Intergovernmental Relations or Negotiations	10	5%
24 – Disclosure Harmful to the Financial or Economic Interest of a Public Body	26	13%
25 – Disclosure Harmful to Conservation	1	.5%
26 – Disclosure Harmful to Individual or Public Safety	2	1%
Total	201	100%

Table 6 – Exceptions to Disclosure for General Access Requests from April 1, 2006 to March 31, 2007

Synopsis

Section 30, the mandatory exception for personal information, was the most widely applied exception to access (72 times or 36% of all applied exceptions). Section 27, harm to business interests of a third party, was applied 43 times (21% of all applied exceptions) and section 24, harm to financial or economic interests of a public body, was applied 26 times (13% of all applied exceptions).

2.1.5 Response Times

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

- there are insufficient details to allow the public body to identify the 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 to fulfill this notification process.

DEPARTMENT & PUBLIC BODY	30 Days	30 – 60 Days	60+ Days	Total
Business	5	2	1	8
Education	10	1	0	11
Environment and Conservation	38	2	1	41
Executive Council	14	2	2	18
Intergovernmental Affairs Secretariat	0	2	0	2
Public Service Secretariat	2	0	0	2
Finance	7	4	1	12
Fisheries and Aquaculture	4	4	2	10
Government Services	20	2	0	22
Health and Community Services	7	2	3	12
Human Resources, Labour and Employment	3	0	0	3
Innovation, Trade and Rural Development	8	2	1	11
Justice	8	0	0	8
Royal Newfoundland Constabulary	1	0	0	1
Labrador & Aboriginal Affairs	3	1	0	4
Municipal Affairs	9	2	0	11
Natural Resources	18	7	0	25
Tourism, Culture and Recreation	1	0	0	1
Transportation and Works	6	6	0	12
Central Health	1	0	0	1
City of St. John's	4	1	1	6
College of the North Atlantic	8	3	1	12

DEPARTMENT & PUBLIC BODY	30 Days	30 – 60 Days	60+ Days	Total
Eastern Health	2	2	0	4
Eastern School Board	1	0	0	1
Labrador-Grenfell Regional Health	1	0	0	1
Marble Mountain Development Corporation	1	0	0	1
Memorial University of Newfoundland	7	2	3	12
Municipal Assessment Agency	1	0	0	1
Newfoundland & Labrador Housing Corporation	2	0	0	2
Newfoundland & Labrador Hydro	3	1	0	4
Newfoundland & Labrador Liquor Corporation	1	2	0	3
Town of Bay Bulls	0	1	0	1
Town of Bay Roberts	2	0	0	2
Town of Brighton	0	1	0	1
Town of Conception Bay South	3	0	0	3
Town of Embree	1	0	0	1
Town of Gander	1	0	1	2
Town of Paradise	0	1	0	1
Town of Portugal Cove – St. Philips	10	1	1	12
Town of St. George's	1	0	0	1
Town of Stephenville	7	0	0	7
Town of Summerford	1	0	0	1
Town of Whitbourne	1	0	0	1
Western School District	1	0	0	1
Workplace Health, Safety & Compensation Commission	2	0	0	2
Total	226	54	18	298
Percentage	76%	18%	6%	100%

Table 7 – General Access Requests by Response Time from April 1, 2006 to March 31, 2007

Synopsis

The majority of general access requests, 226 (76%), were completed within the initial 30-day period. 54 (18%) requests were completed within the allowable extended timeframe of 30-60 days, and 18 (6%) were addressed in over 60 days. Because some requests were withdrawn, abandoned or carried over into a later reporting period, the number of responses (298) does not correspond with the number of requests submitted (299) for this period.

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.

OUTCOMES by DEPARTMENT	Full	Partial	Access Denied	Transfer	Abandon	Public Domain	Do not Exist	Repetitive or Unclear	Withdrawn	Total
Business	4	2	0	0	0	0	2	0	0	8
Education	7	3	0	0	1	0	0	0	0	11
Environment & Conservation	12	7	0	0	4	9	8	0	1	41
Executive Council	6	4	3	0	0	0	4	0	1	18
Intergovernmental Affairs Secretariat	0	2	0	0	0	0	0	0	0	2
Public Service Secretariat	0	0	0	0	0	0	2	0	0	2
Finance	1	8	1	0	0	0	2	0	0	12
Fisheries and Aquaculture	2	2	0	0	6	0	0	0	0	10
Government Services	15	2	1	2	0	1	1	0	0	22
Health & Community Services	1	3	5	1	0	0	2	0	0	12
Human Resources, Labour & Employment	2	0	0	1	0	0	0	0	0	3
Innovation, Trade & Rural Development	0	8	0	0	2	0	1	0	0	11
Justice	3	0	1	1	0	0	2	1	0	8
Royal Newfoundland Constabulary	1	0	0	0	0	0	0	0	0	1
Labrador and Aboriginal Affairs	2	1	0	0	0	0	1	0	0	4
Municipal and Provincial Affairs	5	2	0	1	0	0	2	1	0	11
Natural Resources	11	10	1	2	1	0	0	0	0	25
Tourism, Culture and Recreation	1	0	0	0	0	0	0	0	0	1
Transportation and Works	4	2	0	1	3	1	1	0	0	12
Total	77	56	12	9	17	11	28	2	2	214
Percentage	36%	26%	6%	4%	8%	5%	13%	1%	1%	100%

Table 8 – General Access Requests (Department) by Final Outcome from April 1, 2006 to March 31, 2007

Synopsis

The majority of general access requests (133 or 62%) made to government departments resulted in full or partial disclosure. 69 (32%) requests were abandoned, transferred, withdrawn, did not exist, repetitive or unclear, or already available in the public domain.

ATIPP Annual Review 2006-2007

OUTCOMES by PUBLIC BODY	Full	Partial	Access Denied	Abandon	Public Domain	Do not Exist	Refuse to Confirm or Deny	Total
Central Health	1	0	0	0	0	0	0	1
City of St. John's	4	2	0	0	0	0	0	6
College of the North Atlantic	3	3	3	1	0	1	1	12
Eastern Health	2	1	1	0	0	0	0	4
Eastern School District	1	0	0	0	0	0	0	1
Labrador-Grenfell Regional Health	0	1	0	0	0	0	0	1
Marble Mountain Development Corporation	1	0	0	0	0	0	0	1
Memorial University of Newfoundland	1	6	2	0	1	2	0	12
Municipal Assessment Agency	0	1	0	0	0	0	0	1
Newfoundland & Labrador Housing	2	0	0	0	0	0	0	2
Newfoundland and Labrador Hydro	1	2	0	1	0	0	0	4
Newfoundland & Labrador Liquor Corporation	0	1	0	2	0	0	0	3
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 Brighton	0	1	0	0	0	0	0	1
Town of Conception Bay South	1	2	0	0	0	0	0	3
Town of Embree	1	0	0	0	0	0	0	1
Town of Gander	1	1	0	0	0	0	0	2
Town of Paradise	0	1	0	0	0	0	0	1
Town of Portugal Cove – St. Philips	6	3	2	0	0	1	0	12
Town of St. George's	0	0	1	0	0	0	0	1
Town of Stephenville	0	5	1	0	0	1	0	7
Town of Summerford	1	0	0	0	0	0	0	1
Town of Whitbourne	1	0	0	0	0	0	0	1
Western School District	0	1	0	0	0	0	0	1
Workplace Health, Safety & Compensation Commission.	1	1	0	0	0	0	0	2
Total	28	35	10	4	1	5	1	84
Percentage	33%	42%	12%	5%	1%	6%	1%	100%

Table 9 – General Access Requests (Public Body) by Final Outcome from April 1, 2006 to March 31, 2007

Synopsis

The majority of general access requests (63 or 75%) made to government public bodies resulted in full or partial disclosure. Ten (12%) of the requests were abandoned, already in the public domain or for records that did not exist.

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	2	0	0	0	2
Environment and Conservation	1	0	1	0	2
Executive Council					
Public Service Secretariat	2	0	0	0	2
Health and Community Services	3	0	0	0	3
Human Resources, Labour and Employment	2	0	0	0	2
Justice	5	1	0	0	6
Royal Newfoundland Constabulary	1	0	0	0	1
Municipal Affairs	2	0	1	0	3
Central Health	2	0	0	0	2
City of St. John's	2	0	0	0	2
College of the North Atlantic	32	0	0	0	32
Eastern Health	6	0	0	0	6
Eastern School District	1	0	0	0	1
Memorial University of Newfoundland and Labrador	4	0	0	0	4
Municipal Assessment Agency	3	0	0	0	3
Newfoundland & Labrador Liquor Corporation	1	0	0	0	1
Town of Conception Bay South	1	0	0	0	1
Town of Portugal Cove - St. Philips	2	0	0	1	3
Workplace Health, Safety and Compensation Commission	1	0	0	0	1
Total	73	1	2	1	77
Percentage	95%	1.3%	2.4%	1.3%	100%

Table 10 – Personal Information Requests by Requester Type from April 1, 2006 to March 31, 2007

Synopsis

College of the North Atlantic received 32 (42%) requests for personal information, more than any other public body or government department.

2.2.2 Frequency of Requester Type

REQUESTER TYPE	DEPARTMENTS	PUBLIC BODIES	TOTAL
Individual	18	55	73
Legal Firm	1	0	1
Media	2	0	2
Political Party	0	1	1
Total	21	56	77
Percentage	27%	73%	

Table 11 – Personal Information Requests by Requester Type from April 1, 2006 to March 31, 2007

Synopsis

Individuals made the most requests for personal information, with 73 requests (95%).

2.2.3 Exceptions

The same exceptions that apply to general access requests 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 OF THE ATIPP ACT	TOTAL	PERCENTAGE
MANDATORY		
18 – Cabinet Confidences	1	1.5%
27 – Disclosure Harmful to the Business Interests of a Third Party	3	4%
30 – Personal Information	32	43%
DISCRETIONARY		
19 – Local Public Body Confidences	1	1.5%
20 – Policy Advice or Recommendations	9	12%
21 – Legal Advice	11	15%
22 – Disclosure Harmful to Law Enforcement	6	8%
23 – Disclosure Harmful to Intergovernmental Relations or Negotiations	3	4%
24 – Disclosure Harmful to the Financial or Economic Interest of a Public Body	6	8%
25 – Disclosure Harmful to Conservation	0	0%
26 – Disclosure Harmful to Individual or Public Safety	2	3%
Total	74	100%

Table 12 - Exceptions to Disclosure for Personal Information Requests from April 1, 2006 to March 31, 2007

Synopsis

Section 30, the mandatory exception for personal information, was the most widely applied exception to access (32 times or 43% of all applied exceptions). Section 21, legal advice, was applied 11 times (15% of all applied exceptions) and section 20, policy advice and recommendations, was applied 9 times (12% of all applied exceptions).

2.2.4 Response Times

The Act requires that personal information requests for public bodies must be responded to in the same period as general access requests (See Section 2.1.5).

DEPARTMENT & PUBLIC BODY	30 Days	30 – 60 Days	60+ Days	TOTAL
Education	2	1	0	3
Environment and Conservation	2	0	0	2
Health and Community Services	1	1	0	2
Human Resources, Labour and Employment	3	0	0	3
Justice	5	1	1	7
Royal Newfoundland Constabulary	1	0	0	1
Municipal Affairs	2	0	0	2
Central Health	1	0	0	1
City of St. John's	1	1	0	2
College of the North Atlantic	13	12	0	25
Eastern Health	6	0	1	7
Eastern School District	1	0	0	1
Memorial University of Newfoundland	3	3	0	6
Municipal Assessment Agency	4	0	0	4
Newfoundland & Labrador Liquor Corporation	1	0	0	1
Town of Clarenville	1	0	0	1
Workplace Health, Safety and Compensation Commission	1	0	0	1
Total	48	19	2	69
Percentages	69%	28%	3%	100%

Table 13 - Personal Information Requests by Response Time from April 1, 2006 to March 31, 2007

Synopsis

The majority of requests for personal records (48 or 69%) were responded to within the initial 30-day period. 19 (28%) personal information requests were dealt with within the allowable extended timeframe of 30 - 60 days and 2 requests exceeded the 60 day limit.

Note that the total number of responses (69) does not match with the total number of requests for personal information (77) due to transferred or repetitive requests, as well as requests that have carried over into a later reporting period.

2.2.5 Outcomes

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

OUTCOMES BY DEPARTMENT	Full	Partial	Access Denied	Abandon	Transfer	Repetitive	Total
Education	0	2	1	0	0	0	3
Environment and Conservation	0	1	0	0	1	0	2
Health and Community Services	0	1	0	0	1	0	2
Human Resources, Labour and Employment	1	2	0	0	0	0	3
Justice	0	5	1	0	0	1	7
Royal Newfoundland Constabulary	0	1	0	0	0	0	1
Municipal Affairs	0	2	0	0	0	0	2
Total	1	14	2	0	2	1	20
Percentage	5%	70%	10%	0%	10%	5%	100%

Table 14 – Final Outcome (Dept) - Personal Information Requests - April 1, 2006 to March 31, 2007

Synopsis

The majority of personal information requests (15 or 75%) for departments resulted in full or partial disclosure. 3 (16%) requests were transferred or repetitive requests and access was denied for 2 requests.

OUTCOMES BY PUBLIC BODY	Full	Partial	Access Denied	Abandon	Records do not Exist	Repetitive	TOTAL
Central Health	1	0	0	0	0	0	1
City of St. John's	2	0	0	0	0	0	2
College of the North Atlantic	4	10	3	2	5	1	25
Eastern Health	2	2	2	1	0	0	7
Eastern School District	0	1	0	0	0	0	1
Memorial University of Newfoundland	2	3	1	0	0	0	6
Municipal Assessment Agency	2	1	1	0	0	0	4
Newfoundland & Labrador Liquor Corporation	0	1	0	0	0	0	1
Town of Clarenville	0	1	0	0	0	0	1
Workplace Health, Safety & Compensation Commission	1	0	0	0	0	0	1
Total	14	19	7	3	5	1	49
Percentage	29%	39%	14%	6%	10%	2%	100%

Table 15 – Final Outcome (Public Body) Personal Information Requests April 1 2006 to March 31, 2007

Synopsis

The majority of personal information requests (33 or 67%) to public bodies resulted in full or partial disclosure. Nine (18%) requests were abandoned, repetitive or requested records that did not exist and access was denied for 7 requests.

3. Organization of Activities

The key activities undertaken by the Office of the ATIPP Coordinator during the 2006-07 fiscal year included:

- Ongoing problem solving and recommendations for ATIPP Coordinators;
- Re-designing workflow processes and collateral material to reflect user needs;
- Providing electronic formats for information tools;
- Data entry of ATIPP requests for all public bodies (excluding departments);
- Responding to public enquiries about the ATIPP request process; and
- Implementing a three-part strategy to promote compliance, comprised of facilitating communities of practice for ATIPP Coordinators; implementing information management processes and systems; and delivering a training model which combines elements of train-the-trainer and motivational theory.

4. Education and Training Activities

The Office provided training on three topics during 2006-07: processing ATIPP requests and interpreting the ATIPP Act; entering request information into the TRIM database; and an introduction to ATIPP Act - Part IV (Protection of Privacy).

DATE	TRAINING ACTIVITY
April, 2006	TRIM data entry training, Department of Environment & Conservation
June, 2006	TRIM data entry training, Department of Business
August, 2006	TRIM data entry training, Department of Natural Resources
September, 2006	General ATIPP presentation, ATIPP Coordinators, Government Departments
September, 2006	General ATIPP presentation, ATIPP Coordinators, Public Agencies
September, 2006	TRIM data entry training, Department of Environment & Conservation
October, 2006	General ATIPP presentation, City of Mount Pearl
October, 2006	General ATIPP presentation, Workers Compensation Commission
October, 2006	General ATIPP presentation, Department of Government Services, OSH
October, 2006	TRIM data entry training, Department of Human Resources, Labour & Employment
October, 2006	TRIM data entry training, Department of Transportation & Works
November, 2006	General ATIPP presentation, City of Mount Pearl
November, 2006	TRIM data entry training, Executive Council (OCIO)
November, 2006	TRIM data entry training, Department of Innovation, Trade & Rural Development
December, 2006	General ATIPP presentation, NLAMA
January, 2007	General ATIPP presentation, ATIPP Coordinators, Government Departments
January, 2007	General ATIPP presentation, Department of Municipal and Provincial Affairs
January 1, 2007	TRIM data entry training, Department of Human Resources, Labour & Employment
February, 2007	General ATIPP presentation, Health Board Association
February, 2007	General ATIPP presentation, Federation of Municipalities Conference
February, 2007	General ATIPP presentation, Centre for Learning and Development
February, 2007	General ATIPP presentation, Department of Education
March, 2007	General ATIPP presentation, Centre for Learning and Development
March, 2007	General ATIPP presentation, Department of Fisheries
March, 2007	General ATIPP presentation, Town of Portugal Cove, St. Philips
March, 2007	Privacy ATIPP presentation, Department of Government Services
March, 2007	Privacy presentation, , Department of Government Services
March, 2007	TRIM data entry training, House of Assembly Service

Table 16 – Training Activities for the Office of the ATIPP Coordinator from April 1, 2006 to March 31, 2007

5. Budget and Resource Deployment

Coordination of ATIPP program delivery in Newfoundland and Labrador is the mandate of the Office of the ATIPP Coordinator. During the period from April 1, 2006 to March 31, 2007, the Office had seven staff members including the Director, Manager/Facilitator, Solicitor, 2 Senior Privacy Analysts and a Legal Secretary. Three Senior Privacy Analysts positions were also approved for hire in March and April of 2007.

The expenditures for the Office of the ATIPP Coordinator for this reporting period are as follows:

RESOURCE CATEGORY	BUDGET
Permanent Salaries	\$ 147,536.00
Employee fees and training	\$ 4,180.00
Transportation	\$ 6,439.00
Purchased Services	\$ 5,284.00
Consulting Services	\$ 3,272.00
Office Supplies and Equipment	\$ 7,282.00
Total	\$ 173,993.00

Table 17 – Budget for the Office of the ATIPP Coordinator from April 1, 2006 to March 31, 2007

Index of Tables

Table 1 - Total Number of ATIPP Requests from April 1, 2006 to March 31, 2007	5
Table 2 – General Access Requests (Department) by Requester Type from April 1, 2006 to March 31, 2007	6
Table 3 – General Access Requests (Public Body) by Requester Type from April 1, 2006 to March 31, 2007	7
Table 4 - General Access Requests by Frequency of Requester Type from April 1, 2006 to March 31, 2007	8
Table 5 – Fees from General Access Requests by Department and Public Bodies from April 1, 2006-March 31, 2007	9
Table 6 – Exceptions to Disclosure for General Access Requests from April 1, 2006 to March 31, 2007	10
Table 7 – General Access Requests by Response Time from April 1, 2006 to March 31, 2007.....	12
Table 8 – General Access Requests (Department) by Final Outcome from April 1, 2006 to March 31, 2007	13
Table 9 – General Access Requests (Public Body) by Final Outcome from April 1, 2006 to March 31, 2007	14
Table 10 – Personal Information Requests by Requester Type from April 1, 2006 to March 31, 2007	15
Table 11 – Personal Information Requests by Frequency of Requester Type from April 1, 2006 to March 31, 2007	16
Table 12 - Exceptions to Disclosure for Personal Information Requests from April 1, 2006 to March 31, 2007	16
Table 13 - Personal Information Requests by Response Time from April 1, 2006 to March 31, 2007.....	17
Table 14 – Personal Information Requests (Department) by Final Outcome from April 1, 2006 to March 31, 2007	18
Table 15 – Personal Information Requests (Public Body) by Final Outcome from April 1, 2006 to March 31, 2007	19
Table 16 – Training Activities for the Office of the ATIPP Coordinator from April 1, 2006 to March 31, 2007	21
Table 17 – Budget for the Office of the ATIPP Coordinator from April 1, 2006 to March 31, 2007	22

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