

Civilian Review and
Complaints Commission
for the RCMP



Commission civile d'examen
et de traitement des plaintes
relatives à la GRC

Privacy Act

Annual Report

**Civilian Review and Complaints Commission
for the Royal Canadian Mounted Police**

2022-2023

Aussi disponible en français sous le titre: Rapport annuel au Parlement sur l'application de la *Loi sur la protection des renseignements personnels* 2021-2023

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Civilian Review and Complaints Commission for the RCMP

Privacy Reporting for 2022-2023

INTRODUCTION

The *Privacy Act* (Act) provides individuals with a right of access to their personal information and protects the privacy of individuals with respect to personal information under the control of government institutions.

This Annual Report was prepared in accordance with section 72 of the Act, which stipulates that annual reports on privacy shall be tabled in Parliament.

ABOUT THE CIVILIAN REVIEW AND COMPLAINTS COMMISSION FOR THE ROYAL CANADIAN MOUNTED POLICE

The Civilian Review and Complaints Commission for the Royal Canadian Mounted Police (CRCC) operates pursuant to the *Royal Canadian Mounted Police Act*, R.S.C. 1985, c. R-10. The CRCC provides civilian review of RCMP members' conduct in performing their policing duties so as to hold the RCMP accountable to the public.

One of the CRCC's main roles is to take public complaints about members of the RCMP. These complaints are then forwarded to the RCMP for initial investigation as mandated by the *Royal Canadian Mounted Police Act*; however, if the complainant is dissatisfied with the response that he or she receives from the RCMP, the CRCC will review the complaint with a view to determining the reasonableness of the RCMP's response. In appropriate cases, the CRCC will undertake its own investigation or hearing into a complaint. The Chairperson of the CRCC also has the power to file his or her own complaint if he or she feels that a matter is deserving of investigation.

Additionally, even in the absence of a public complaint, the CRCC is empowered to conduct a review of RCMP activities to evaluate compliance with legislation, regulations, ministerial directions, policy, procedures and/or guidelines.

ATIP RESPONSIBILITIES

At the CRCC, the Access to Information and Privacy (ATIP) Unit consisted solely of the ATIP Coordinator for most of the reporting period of 2022-2023. The ATIP Coordinator processes all requests from the public and consultations from other departments or



agencies. The ATIP Coordinator also provides advice to CRCC employees and senior officials on ATIP-related matters, prepares annual ATIP reports, ensures the ongoing accuracy of the CRCC's *Info Source*, prepares completed Access to Information summaries for proactive disclosure on the CRCC's website, participates in forums for the ATIP community and monitors changes in ATIP policy, guidelines and directives. During the final quarter of the 2022-2023 reporting period, the CRCC added a Junior ATIP Analyst to the ATIP Unit. The Junior ATIP Analyst processes both formal and informal requests from the public and consultations from other departments or agencies.

When processing requests and consultations under the Access to Information and Privacy Acts, the ATIP Coordinator also benefits from some administrative assistance from personnel in the Information Management Unit of the CRCC and a student assistant.

The CRCC Chairperson, under delegated authority from the Minister of Public Safety, provides the final approval for all responses on ATIP requests and consultations.

During the reporting period, the CRCC was not party to any service agreements under section 73.1 of the *Privacy Act*.

DELEGATION ORDER

The Minister of Public Safety has delegated full authority under the Act to the CRCC Chairperson and Senior Director, Operations. The Minister has also delegated administrative duties and functions to the CRCC ATIP Coordinator. The most recent delegation order was signed by the Minister of Public Safety on July 4, 2016 (see **Annex A**).

PRIVACY REQUESTS RECEIVED

During the course of the reporting period, seventy-seven (77) new requests for personal information under the Act were received. Twelve (12) requests were carried over from the previous year. Of those eighty-nine (89), seventy-eight (78) requests were processed during that period and eleven (11) were carried forward into 2023-2024.

Twenty-eight (28) of the requests for personal information that were processed during 2022-2023 were from individuals seeking their personal information from public complaints files held by the CRCC, in many cases, for more than one complaint file. Forty-eight (48) were from individuals who erroneously applied to the CRCC to obtain law enforcement information from the RCMP and two (2) were general requests searching for their personal information from the CRCC.

The total number of pages processed during the reporting period was 10,212, over twice as many pages as the 2021-2022 reporting period.



PERFORMANCE

During the reporting period, sixty-five (65) of the seventy-eight (78) requests processed (83.3%) were responded to within the established timelines.

The seventy-seven (77) Privacy requests received by the CRCC in 2022-2023 represent a sustained increase over the number of Privacy requests received in recent years:

2022-23	77
2021-22	75
2020-21	46
2019-20	32
2018-19	27
2017-18	11

The increase in number of requests received in recent years is likely attributable to the ATIP Online Request Service, which has allowed requesters to submit their requests online to the CRCC since late 2018, many of which it turned out were intended for other institutions (namely the RCMP).

During the 2022-2023 reporting period, the CRCC had twelve (12) active requests from the 2021-2022 reporting period. Of these requests, ten (10) were closed within legislated timelines and two (2) were closed beyond legislated timelines during the 2022-2023 reporting period.

Of the seventy-eight (78) closed requests, fifty-six (56) were completed within 1 to 30 days; twelve (12) were completed within 31 to 60 days; six (6) were completed within 61 to 120 days; three (3) were completed within 121 to 180 days; and one (1) was completed within 181 to 365 days.

The CRCC took extensions for ten (10) of the requests, where nine (9) were taken for external consultations, and one (1) was taken for a large volume of active requests and meeting the 30-day deadline would unreasonably interfere with the CRCC's operations.

Of the seventy-eight (78) requests processed during the reporting period, seven (7) (8.9%) were released without redaction; nineteen (19) (24.4%) were released in part with exemptions; and three (3) (3.8%) were abandoned. In the other forty-nine (49) (62.8%) requests, no records were found to exist.

During the reporting period, the CRCC claimed exemptions pursuant to paragraph 19(1)(c) (information that was obtained in confidence from the government of a province or an institution thereof); subparagraph 22(1)(a)(i) (information that was obtained or prepared by any government institution, or part of any government institution, that is an investigative body specified in the regulations in the course of lawful investigations pertaining to the detection, prevention or suppression of crime); subparagraph 22(1)(a)(ii) (information that was obtained or prepared by any government institution, or part of any government institution, that is an investigative body specified in the regulations in the



course of lawful investigations pertaining to the enforcement of any law of Canada or a province); paragraph 22(1)(b) (Information the disclosure of which could be injurious to lawful investigations); section 25 (Safety of individuals); section 26 (Personal information about another individual); and section 27 (Solicitor-client privilege) of the *Privacy Act*.

External consultation was required for twelve (12) requests.

The statutory deadlines were not met for seven (7) requests due to external consultation, five (5) requests due to interference with operations or workload, and one (1) request due to CRCC staff absences during the end of year holiday period.

Five (5) consultations were received from other Government of Canada institutions during the reporting period. These consultations all related to documents having to do with public complaints against RCMP members. All five (5) consultations were closed within 30 days, resulting in 50 pages processed.

See **Annex B** for the Statistical Report.

On March 14, 2020, the CRCC implemented exceptional workplace measures to curb the spread of COVID-19 and protect federal employees and the public.

However, during the 2022-2023 reporting period, the CRCC ATIP Coordinator worked on-site, most days, at the CRCC workplace. This work is supported by part-time on-site information management staff.

TRAINING AND AWARENESS

During the reporting period, all CRCC employees completed mandatory access to information and privacy training through the Canadian School of Public Service. In addition to this, guidance on privacy matters was provided on an ad hoc basis (e.g. in person, by email and through the CRCC's electronic newsletter).

POLICIES, GUIDELINES, PROCEDURES and INITIATIVES

The ATIP Unit was actively involved in communicating evolving privacy requirements emerging in the context of the COVID-19 pandemic to protect the personal information of the CRCC's employees and members of the public that the CRCC serves. These communications included Treasury Board of Canada Secretariat policies and directives on privacy, as well as general advice on email encryption and personal information handling for employees while teleworking.

Furthermore, due to exceptional workplace measures implemented to curb the spread of COVID-19, the ATIP Unit developed new secure online procedures for the review and approval process for completed requests. With the support of the Information Technology staff, the ATIP Unit has also implemented new procedures for offices of primary interest to



provide large volumes of records to the ATIP Unit quickly and securely while teleworking. These new procedures have proved to be valuable for the evolving CRCC Hybrid Workforce, since the termination of the COVID-19 special measures during the second half of the 2022-2023 reporting period.

MONITORING COMPLIANCE

The CRCC monitors the time to process Privacy requests through its case management software. The ATIP Coordinator keeps track of upcoming deadlines for requests and consultations. Reminders of approaching deadlines are provided to senior management at least quarterly. The ATIP Coordinator meets regularly with the CRCC Chairperson and General Counsel to discuss various issues pertaining to in-progress ATIP files.

In compliance with the *Directive on Personal Information Requests and Correction of Personal Information*, the CRCC uses discretion to limit inter-departmental consultations to requests only where there is the intention to disclose potentially sensitive information from external institutions.

PRIVACY IMPACT ASSESSMENTS

No new privacy impact assessments (PIA) were completed by the CRCC during the reporting period. The amended personal information bank (PIB) submitted by the CRCC in the 2021-2022 reporting period was registered by Treasury Board of Canada Secretariat during the 2022-2023 reporting period.

PRIVACY BREACHES

The CRCC reported one (1) material privacy breach to the Treasury Board of Canada Secretariat and the Office of the Privacy Commissioner during the reporting period.

Through human error, a report detailing the investigation of one complainant's public complaint about the RCMP was inadvertently included in the envelope of correspondence mailed to another unrelated complainant. The recipient recognized that the information was sent to them by mistake. The fact that the recipient notified the CRCC of the error suggests that they had no intention of improperly using this information.

CRCC staff who deal with personal information were reminded of the need for great caution when handling personal information to avoid inadvertent disclosure through human error. In future, staff will be sure to double check that all outbound envelopes contain only the proper documentation intended for that recipient.



DISCLOSURES MADE PURSUANT TO PARAGRAPH 8(2)(m) OF THE PRIVACY ACT

The CRCC made no disclosures of personal information pursuant to paragraph 8(2)(m) of the Act in 2022-2023.

COMPLAINTS

During the previous 2021-2022 reporting period, one (1) new complaint was filed against the CRCC alleging that the CRCC refused to release records. The Office of the Privacy Commissioner contacted the CRCC for information on that complaint and resolved the complaint through OPC Early Resolution rather than a formal investigation.

Similarly, in the course of the 2022-2023 reporting period, the CRCC received two (2) new complaints that alleged that the CRCC refused to release records and improperly applied exemptions. Towards the end of the reporting period, the Office of the Privacy Commissioner contacted the CRCC for information and resolved both of these complaint through OPC Early Resolution rather than through formal investigations.

There were no audits or other investigations conducted during the reporting period.

SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS

CRCC ATIP staff has adopted more rigorous procedures for retrieving records from Offices of Primary Interest after examining its practices during complaint investigations during the 2020-2021 reporting period. These procedures were reviewed and revised in 2022-2023 in light of the addition of a new staff member to the ATIP unit and the increase to CRCC personnel overall.



Government
of Canada

Gouvernement
du Canada

REPORT ON THE *PRIVACY ACT*
RAPPORT CONCERNANT LA *LOI SUR LA PROTECTION DES*
RENSEIGNEMENTS PERSONNELS

ANNEX A

Delegation Order

Delegation Order – Privacy Act and Privacy Regulations
Arrêté de délégation en vertu de la Loi sur la protection des renseignements personnels et du
Règlement sur la protection des renseignements personnels
Civilian Review and Complaints Commission for the RCMP/Commission civile d'examen et de traitement
des plaintes relatives à la GRC

The Minister of Public Safety Canada, pursuant to section 73 of the *Privacy Act**, hereby designates the persons holding the positions set out below, or acting in those positions, to exercise the powers and perform the duties and functions of the Minister as the head of a government institution, that is, the **Civilian Review and Complaints Commission for the RCMP**, under the section of the Act set out opposite each position.

En vertu de l'article 73 de la *Loi sur la protection des renseignements personnels**, le ministre de la Sécurité publique Canada délègue aux titulaires des postes sous mentionnés, ou aux personnes qui occupent ces postes à titre intérimaire, les pouvoirs et les fonctions dont il est, en qualité de responsable d'une institution fédérale, c'est-à-dire le **Commission civile d'examen et de traitement des plaintes relatives à la GRC**, investi conformément à l'article de la Loi mentionné à l'égard de chaque poste.

		Chairperson / Président	Senior Director, Operations / Directeur principal, Opérations	ATIP Coordinator / Coordonnateur d'AIPRP
Privacy Act / Loi sur la protection des renseignements personnels				
Section / Article				
8(2)(j)	Disclosure for research purposes / Communication à des fins de recherche	●	●	
8(2)(m)	Disclosure in the public interest or in the interest of the individual / Communication dans l'intérêt public ou d'une personne	●	●	
8(4)	Copies of requests under 8(2)(e) to be retained / Conservation des copies des demandes en vertu de 8(2)(e)	●	●	●
8(5)	Notice of disclosure under 8(2)(m) / Avis de communication dans le cas de 8(2)(m)	●	●	
9(1)	Record of disclosures to be retained / Conservation d'un relevé des cas d'usage	●	●	
9(4)	Consistent uses / Usages compatibles	●	●	
10	Personal information to be included in personal information banks / Renseignements personnels versés dans des fichiers de renseignements personnels	●	●	
14	Notice where access requested / Aviser l'auteur de la demande d'accès	●	●	●
15	Extension of time limits / Prorogation du délai	●	●	●
17(2)(b)	Language of access / Version de la communication	●	●	●
17(3)(b)	Access to personal information in alternative format / Communication sur support de substitution	●	●	●
18(2)	Exemption (exempt banks) – Disclosure may be refused / Exception (fichiers inconsultables) – Autorisation de refuser	●	●	

19(1)	Exemption – Personal information obtained in confidence / Exception – Renseignements personnels obtenus à titre confidentiel	●	●	
19(2)	Exemption – Where disclosure authorized / Exception – Cas où la divulgation est autorisée	●	●	
20	Exemption – Federal-provincial affairs / Exception – Affaires fédéro-provinciales	●	●	
21	Exemption – International affairs and defence / Exception – Affaires internationales et défense	●	●	
22	Exemption – Law enforcement and investigation / Exception – Application de la loi et enquêtes	●	●	
22.3	Exemption – <i>Public Servants Disclosure Protection Act</i> / Exception – <i>Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles</i>	●	●	
23	Exemption – Security clearances / Exception – Enquêtes de sécurité	●	●	
24	Exemption – Individuals sentenced for an offence / Exception – Individus condamnés pour une infraction	●	●	
25	Exemption – Safety of individuals / Exception – Sécurité des individus	●	●	
26	Exemption – Information about another individual / Exception – Renseignements concernant un autre individu	●	●	
27	Exemption – Solicitor-client privilege / Exception – Secret professionnel des avocats	●	●	
28	Exemption – Medical record / Exception – Dossiers médicaux	●	●	
31	Notice of intention to investigate / Avis d'enquête	●	●	●
33(2)	Right to make representation / Droit de présenter des observations	●	●	●
35(1)	Findings and recommendations of Privacy Commissioner (complaints) / Conclusions et recommandations du Commissaire à la protection de la vie privée (plaintes)	●	●	●
35(4)	Access to be given / Communication accordée	●	●	●
36(3)	Report of findings and recommendations (exempt banks) / Rapport des conclusions et recommandations (fichiers inconsultables)	●	●	●
37(3)	Report of findings and recommendations (compliance review) / Rapport des conclusions et recommandations du Commissaire (contrôle d'application)	●	●	●
51(2)(b)	Special rules for hearings / Règles spéciales (auditions)	●	●	
51(3)	<i>Ex parte</i> representations / Présentation d'arguments en l'absence d'une partie	●	●	
72(1)	Report to Parliament / Rapports au Parlement	●	●	

<i>Privacy Regulations / Règlement sur la protection des renseignements personnels</i>				
7	Retention for 2 years/Conservation pendant 2 ans	●	●	●
9	Reasonable facilities and time provided to examine personal information / Fournir des installations convenables et fixer un moment pour examiner les renseignements personnels	●	●	●
11(2)	Notification that correction to personal information has been made / Avis que les corrections demandées ont été effectuées	●	●	●
11(4)	Notification that correction to personal information has been refused / Avis que les corrections demandées ont été refusées	●	●	●
13(1)	Disclosure of personal information relating to physical or mental health may be made to a qualified medical practitioner or psychologist for an opinion on whether to release information to the requestor / Le cas échéant, autoriser la communication des renseignements personnels concernant l'état physique ou mental de l'individu à un médecin ou à un psychologue en situation légale d'exercice, afin que celui-ci puisse donner son avis quant à savoir si la prise de connaissance de ces renseignements par l'individu lui porterait préjudice	●	●	●
14	Disclosure of personal information relating to physical or mental health may be made to a requestor in the presence of a qualified medical practitioner or psychologist / Le cas échéant, communiquer à l'individu les renseignements personnels concernant son état physique ou mental en la présence d'un médecin ou d'un psychologue en situation légale d'exercice	●	●	●

Dated, at the City of Ottawa,
this 4th day of July, 2016

Daté, en la ville d'Ottawa,
le 4e jour de juillet, 2016

Hon. Ralph Goodale, P.C., M.P. / L'hon. Ralph Goodale, C.P., député

*R.S.C. 1985, c. P-21

*L.R.C. 1985, ch. P-21



ANNEX B

Statistical Report



Statistical Report on the *Privacy Act*

Name of institution: Civilian Review and Complaints Commission for the RCMP

Reporting period: 01-04-2022 to 31-03-2023

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

		Number of Requests
Received during reporting period		77
Outstanding from previous reporting periods		12
• Outstanding from previous reporting period	12	
• Outstanding from more than one reporting period	0	
Total		89
Closed during reporting period		78
Carried over to next reporting period		11
• Carried over within legislated timeline	9	
• Carried over beyond legislated timeline	2	

1.2 Channels of requests

Source	Number of Requests
Online	64
E-mail	6
Mail	6
In person	0
Phone	0
Fax	1
Total	77

Section 2: Informal requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		0
Closed during reporting period		0
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	0

2.3 Completion time of informal requests

Completion Time							
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	Total
0	0	0	0	0	0	0	0

2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0

Section 3: Requests Closed During the Reporting Period

3.1 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	1	3	3	0	0	0	0	7
Disclosed in part	0	4	5	6	3	1	0	19
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	44	4	0	0	0	0	49
Request abandoned	2	1	0	0	0	0	0	3
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	4	52	12	6	3	1	0	78

3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	1	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	1	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	1	22(1)(b)	8	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	10
19(1)(e)	0	22(2)	0	26	18
19(1)(f)	0	22.1	0	27	9
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	0		

3.3 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

3.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
13	13	0	0	0	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
10,212	7,602	29

3.5.2 Relevant pages processed by request disposition for paper and e-record formats by size of requests

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	6	321	1	164	0	0	0	0	0	0
Disclosed in part	5	309	6	1,434	5	2,915	3	5,069	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	3	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	14	630	7	1,598	5	2,915	3	5,069	0	0

3.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
255	252	7

3.5.4 Relevant minutes processed and disclosed for audio formats

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	6	76	1	179	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	6	76	1	179	0	0

3.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
159	159	4

3.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	4	159	0	0	1	156
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	4	159	0	0	1	156

3.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	12	0	0	0	12
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	12	0	0	0	12

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	65
Percentage of requests closed within legislated timelines (%)	83.3

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal Reason			
	Interference with operations / Workload	External Consultation	Internal Consultation	Other
13	5	7	0	1

3.7.2 Request closed beyond legislated timelines (including any extension taken)

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	1	3	4
16 to 30 days	2	1	3
31 to 60 days	0	2	2
61 to 120 days	0	3	3
121 to 180 days	0	1	1
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	3	10	13

3.8 Requests for translation

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

Section 4: Disclosures Under Subsections 8(2) and 8(5)

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

Section 5: Requests for Correction of Personal Information and Notations

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

Section 6: Extensions

6.1 Reasons for extensions

Number of requests where an extension was taken	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence (Section 70)	External	Internal	
10	0	0	1	0	0	9	0	0

6.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence (Section 70)	External	Internal	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	0	0	1	0	0	9	0	0
31 days or greater								0
Total	0	0	1	0	0	9	0	0

Section 7: Consultations Received From Other Institutions and Organizations

7.1 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	5	50	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	5	50	0	0
Closed during the reporting period	5	50	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

8.2 Requests with Privacy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 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

Section 9: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
3	0	0	0	3

Section 10: Privacy Impact Assessments (PIAs) and Personal Information Banks (PIBs)

10.1 Privacy Impact Assessments

Number of PIAs completed	0
Number of PIAs modified	0

10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	1	0	0	0
Central	0	0	0	0
Total	1	0	0	0

Section 11: Privacy Breaches

11.1 Material Privacy Breaches reported

Number of material privacy breaches reported to TBS	1
Number of material privacy breaches reported to OPC	1

11.2 Non-Material Privacy Breaches

Number of non -material privacy breaches	3
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Section 12: Resources Related to the Privacy Act

12.1 Allocated Costs

Expenditures	Amount
Salaries	\$63,407
Overtime	\$0
Goods and Services	\$3,741
• Professional services contracts	\$0
• Other	\$3,741
Total	\$67,148

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.563
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.120
Total	0.683



Supplemental Statistical Report on the *Access to Information Act* and the *Privacy Act*

Name of institution: Civilian Review and Complaints Commission for the RCMP

Reporting period: 2022-04-01 to 2023-03-31

Section 1: Capacity to Receive Requests under the *Access to Information Act* and the *Privacy Act*

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	51
Able to receive requests by email	52
Able to receive requests through the digital request service	52

Section 2: Capacity to Process Records under the *Access to Information Act* and the *Privacy Act*

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	0	52	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	52	0	0	52

Section 3: Open Requests and Complaints Under the *Access to Information Act*

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	7	1	8
Received in 2021-2022	1	0	1
Received in 2020-2021	1	0	1
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	9	1	10

3.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open complaints were Received by Institution	Number of Open Complaints
Received in 2022-2023	1
Received in 2021-2022	1
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	2

Section 4: Open Requests and Complaints Under the Privacy Act

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	9	2	11
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	9	2	11

4.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received In 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 5: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
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Section 6: Universal Access under the Privacy Act

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0
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Canada