

ACCESS TO INFORMATION AND PROTECTION OF PRIVACY



ANNUAL REVIEW 2005 - 2006


Newfoundland
Labrador

DISCLAIMER

The Office of the ATIPP Coordinator monitors the administration of the *Access to Information and Protection of Privacy Act* by collecting and maintaining statistics on the number of requests received, the observance of time limits, fees collected, 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 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.

MESSAGE FROM THE MINISTER

This report marks the first time an annual review on Newfoundland and Labrador's *Access to Information and Protection of Privacy Act* (ATIPPA) is being tabled in the Provincial Legislature. It represents a significant milestone for a government committed to transparency and accountability. As the Minister of Justice, responsible for this legislation, I am pleased to present the Access to Information and Protection of Privacy (ATIPP) Annual Review.

In our first 15 months of operation, we have processed over 400 requests for General Access and Personal Information. We are witnessing unprecedented cooperation from the hundreds of public bodies who are now dealing with ATIPP applications, and we have succeeded in producing impressive results, which I am proud to share with you in this report.

Most notably during this period:

- A full time director is in place and several positions have been staffed to provide effective coordination and assistance to ATIPP coordinators and the public,
- Training programs have been refined and delivered more broadly to government departments and agencies, as well as private organizations as listed in Section 4 of this report, and,
- The Office of the ATIPP Coordinator provided a speaker to a number of local and provincial conferences on the topic of Access to Information

This report also details the commitment and hard work of the many ATIPP coordinators across this province. I wish to thank them for their dedication to the successful implementation of the ATIPP program, and congratulate them on their outstanding results. I also wish to thank the Office of the ATIPP Coordinator, the Office of the Information and Privacy Commissioner, and elected officials for their continuing dedication to Newfoundland and Labrador's Access to Information and Protection of Privacy Act.

Thomas W. Marshall, Q.C.
Minister of Justice
and Attorney General

TABLE OF CONTENTS

1	OVERVIEW	1
2	STATISTICAL REPORTS	2
	2.1 GENERAL ACCESS REQUESTS	2
	2.1.1 Volume and Requester Type	2
	2.1.2 Frequency by Requester Type	5
	2.1.3 Fees	5
	2.1.4 Exceptions	6
	2.1.5 Response Times	7
	2.1.6 Outcomes	9
	2.2 REQUESTS FOR PERSONAL INFORMATION	12
	2.2.1 Volume and Requester Type	12
	2.2.2 Frequency of Requester Type	13
	2.2.3 Exceptions	13
	2.2.4 Response Times	14
	2.2.5 Outcomes	15
3	ORGANIZATION OF ACTIVITIES	17
4	EDUCATION AND TRAINING ACTIVITIES	18
5	BUDGET AND RESOURCE DEPLOYMENT	20

1. OVERVIEW

The Access to Information and Protection of Privacy Act (ATIPPA) was proclaimed in January 2005. Part IV of the legislation entitled “Protection of Privacy” has not yet been proclaimed. The provisions of the ATIPPA apply to all sectors represented by more than 460 public bodies across the province – from government departments and agencies, to health care and educational bodies and other public bodies – such as Memorial University, Newfoundland and Labrador Hydro and municipalities to name but a few.

The Act sets out two key categories of information held by public bodies – General Information and Personal Records to which the general public can request access. The Act specifies the conditions for providing information to applicants, and a recourse mechanism for resolving differences in the scope of information requested and ultimately provided, disputes about the extensions of timelines on requests, and concerns about the appropriateness of fees, through the creation of the Office of the Information and Privacy Commissioner (OIPC).

The Department of Justice has been assigned the responsibility for the overall administration and coordination of the ATIPPA, which involves the provision of support and leadership in the interpretation and application of the legislation. In order to facilitate this mandate, the department has established the Office of the ATIPP Coordinator. This office assists individual public bodies by providing education and training, developing policies and procedures, fostering common standards, and providing advice and guidance on the processes necessary to ensure that the legislation is implemented and applied appropriately.

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/>

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.

2. STATISTICAL REPORTS

The ATIPPA outlines two types of information that the general public can request from public bodies: General Information and Personal Records. The following sections of this report (sec. 2.1 and sec. 2.2) show the breakdown according to these two categories.

The data is further divided by government departments and other public bodies to allow a clearer picture of the different contexts for ATIPP program delivery across the province.

The total number of ATIPP requests for the period from January 17, 2005 to March 31, 2006, is comprised as follows:

*Table A - Total Number of ATIPP Requests from
January 17, 2005 to March 31, 2006*

TYPE OF REQUEST	TOTAL
General access requests to a government department	291
General access requests to a public body	74
Request for personal records by government department and by public body	61
Total	426

2.1 GENERAL ACCESS REQUESTS

This section outlines the distribution of General Access requests for each government department, applicant type, and outcome. The application of sections of the ATIPPA that allow severing is detailed, along with extension times and fees collected.

While data is typically collected for eight categories of requester, only seven appear on the tables. The additional category not shown is “academic” since there were no requests received during the period from academics or academic institutions.

2.1.1 VOLUME AND REQUESTER TYPE

While the provisions of the Act apply to more than 460 public bodies across the province, only 42 (9%) of these have received requests to date. The data for this period also demonstrates that the majority of General Access requests are made to government departments 291 (79%) vs. 74 (21%) to the other public bodies.

Table B - General Access Requests by Government Department and Requester Type from January 17, 2005 to March 31, 2006

	Media	Individual	Political Party	Business	Interest Group	Legal Firm	Public Body	Total
Business	1		1					2
Education	4	4	5		2			15
Environment and Conservation	1	12	2	14			1	30
Executive Council	27	2	7		2	2		40
Finance	5	1		1		1		8
Fisheries and Aquaculture	3	1	1	1	1			7
Government Services	13	31	1	7				52
Health and Community Services	5	5	5	4		2		21
Human Resources, Labour and Employment	2	4	2					8
Intergovernmental Affairs Secretariat	2	1	1					4
Innovation, Trade and Rural Development	6	2	3	1				12
Justice	12	11	1		1			25
Labrador and Aboriginal Affairs	3		3					6
Municipal Affairs	2	2	3				1	8
Natural Resources	6	8	2	2	1	1		20
Public Service Secretariat		2	1					3
Rural Secretariat			1					1
Tourism, Culture and Recreation	2	4	1					7
Transportation and Works	5	6	4	3		1	2	21
Treasury Board	1							1
Total by Requester Type	100	96	44	33	7	7	4	291
Percentage	34%	33%	15%	11%	2%	2%	1%	100%

SYNOPSIS

During the 15 months covered by this report, government departments received and processed a total of 291 General Access requests. The largest number of requests (52, or 18%) was received by the Department of Government Services. The next highest number of requests is shown in the Executive Council (40 or 14%), followed by the Department of Environment and Conservation (30 or 10%).

Within two of the provincial government departments with the highest number of requests, (Department of Government Services and the Department of Environment and Conservation) a significant proportion of requests is attributable to multiple requests by a single applicant. In the Department of Government Services, 24 of 52 requests, or 46% of the total processed are due to one applicant generating multiple requests. In the Department of Environment and Conservation 12 of 30 (40%) requests processed are attributable to the same applicant as the Department of Government Services.

Table C - General Access Requests by Public Body and Requester Type from January 17, 2005 to March 31, 2006

	Media	Individual	Political Party	Business	Interest Group	Legal Firm	Total
City of Corner Brook	2	3		1			6
College of the North Atlantic		4	3	2			9
Health Care Corporation of St John's	4	3				1	8
Lower Churchill Development Corporation Limited	1						1
Memorial University of Newfoundland	1	3			1	2	7
Municipal Assessment Agency	1		1				2
Newfoundland and Labrador Farm Products			1	3			4
Newfoundland and Labrador Housing Corporation			1				1
Newfoundland and Labrador Hydro	4				3		7
Newfoundland and Labrador Liquor Corporation	2	2					4
RNC Public Complaints Commission	1						1
The Rooms Corporation		3					3
Royal Newfoundland Constabulary	5		1				6
Town of Conception Bay South		3					3
Town of Clarenville	1						1
Town of Deer Lake					1		1
Town of Gander	3			1	1		5
Town of Portugal Cove - St Phillips	1	2					3
Town of Whitbourne		1				1	2
Total	26	24	7	7	6	4	74
Percentage	35%	33%	9%	9%	8%	6%	100%

SYNOPSIS

Within the Public Body category, The College of the North Atlantic received the highest number of requests (9) followed by the Health Care Corporation of St John's (8). The third highest number of requests received and processed was at Memorial University of Newfoundland and Newfoundland and Labrador Hydro (7).

2.1.2 FREQUENCY BY REQUESTER TYPE

General Access requests, broken down by applicant type, indicate the most frequent requesters are as follows:

Table D - Frequency of Requester Type for General Access Requests from January 17, 2005 to March 31, 2006

	Government Departments	Public Bodies	Total	Percentage
Media	100	26	126	34%
Individual	96	24	120	33%
Political Party	44	7	51	14%
Business	33	7	40	11%
Interest Group	7	6	13	4%
Legal Firm	7	4	11	3%
Public Body	4	0	4	1%
Total	291	74	365	
Percentage	80%	20%		100%

SYNOPSIS

The most frequent requester type is media (34%). Individuals making General Access requests constitute the second most frequent requester type (33%). This percentage represents a wide gamut of topics ranging from requests for copies of departmental policies to archived records to ministerial travel claims.

This ranking is largely consistent across public bodies and government departments. The proportion of requester type varies slightly for public bodies at the third rung with Business and Political Party making the same number of requests.

2.1.3 FEES

The right to establish a fee schedule is accorded to the Minister of Justice under section 68 of the ATIPPA. The fee schedule laid out in Appendix 5 of the ATIPPA Policy and Procedures Manual sets out a \$5.00 application fee for all requests and a fee of \$15.00 for each person hour after the first two hours for locating, retrieving, providing, and manually producing, and / or in the cost of shipping a record. A fee of 25 cents / page can be levied for providing a copy of the record(s). The assignment or waiving of fees is at the discretion of the head of a public body.

Table E outlines the fees received by governments departments for searching and for photocopies. The total does not include the \$5.00 application fee that is charged to each applicant.

Table E - Fees Assigned by Government Departments Under the ATIPPA from January 17, 2005 to March 31, 2006

	Search (\$)	Copies (\$)	Total (\$)
Education		49.00	49.00
Environment	390.00	57.50	447.50
Executive Council	45.00	18.00	63.00
Health and Community Services	60.00	69.75	129.75
Innovation Trade and Rural Development		7.75	7.75
Justice		45.00	45.00
Municipal Affairs	150.00	2.00	152.00
Tourism, Culture and Recreation	60.00	1.00	61.00
Transportation and Works	165.00	25.00	190.00
Total	\$870.00	\$275.00	\$1,145.00

SYNOPSIS

For the period in question, nine government departments collected fees for time spent searching for records and for photocopying. There were no fees reported by any other public bodies.

The low amount of total fees collected during this period reflects the general tendency not to assign them and is not a reflection of the amount of work involved in the processing of the request. The most frequent approach taken by heads of departments has been to waive the fee requirement in order to facilitate applicant's access to information.

2.1.4 EXCEPTIONS

There are 11 sections of the ATIPPA that detail exceptions to disclosure of information to requesters. These exceptions fall under two categories:

- 1) Mandatory Exceptions: Where the Act compels the head of a public body to withhold information, and,
- 2) Discretionary Exceptions: Where the Act states the head of a public body may exercise discretion in disclosing information that falls under the section of the Act.

While there are eleven sections of the ATIPPA that refer to exceptions to disclosure, only nine of these are covered in the statistical break-down, since two sections were not applied during the period in question. The two sections in question are Section 25 (Harmful to Conservation) and Section 26 (Harmful to Individual or Public Safety).

Table F – Exceptions to Disclosure Applied from January 17, 2005 to March 31, 2006

Mandatory		Total	Percentage
Section 30	Personal Information	36	33%
Section 27	Harmful to Business Interests of a Third Party	15	14%
Section 18	Cabinet Confidences	5	4%
Discretionary			
Section 24	Harmful to the Financial or Economic Interests of a Public Body	15	14%
Section 20	Policy Advice or Recommendations	14	13%
Section 23	Harmful to Intergovernmental Relations or Negotiations	13	12%
Section 22	Harmful to Law Enforcement	5	5%
Section 21	Legal Advice	4	4%
Section 19	Local Public Body Confidences	2	1%
Total		109	100%

SYNOPSIS

The section applied most frequently for the period in question is Section 30, “Personal Information” (33%) and then Sections 24 and 27, followed by Section 20 and 23. Since one request can comprise several exceptions, the number of occurrences typically does not correlate with the number of requests completed.

2.1.5 RESPONSE TIMES

The ATIPPA states that public bodies must respond to an application for access to information within 30 days of receipt of the request. However, there are three instances where the head of a public body may extend the response time by a further 30 days:

- 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.

Table G – Response Times for General Access Requests from January 17, 2005 to March 31, 2006

	30 days	30 - 60 days	60+ days	Total
Business	2			2
Education	14	1		15
Environment and Conservation	28	1	1	30
Executive Council	29	10		39
Finance	8			8
Fisheries and Aquaculture	4	2	1	7
Government Services	43	6	3	52
Health and Community Services	10	4	7	21
Human Resources Labour and Employment	9			9
Innovation, Trade and Rural Development	12			12
Intergovernmental Affairs Secretariat	3	1		4
Justice	23	1	1	25
Labrador and Aboriginal Affairs	6			6
Lower Churchill Development Corporation Limited			1	1
Municipal Affairs	6	1	1	8
Natural Resources	14	6		20
Public Services Secretariat	3			3
Tourism, Culture and Recreation	7			7
Transportation and Works	16	5		21
Treasury Board	1			1
City of Corner Brook	6			6
College of the North Atlantic	2	6	2	10
Health Care Corporation of St.John's	7			7
Memorial University of Newfoundland	4			4
Municipal Assessment Agency	2			2
Newfoundland and Labrador Farm Products	3	1		4
Newfoundland and Labrador Housing Corporation	1			1
Newfoundland and Labrador Hydro	7			7
Newfoundland and Labrador Liquor Corporation	4			4
RNC Public Complaints Commission	1			1
The Rooms Corporation	3			3
Royal Newfoundland Constabulary	6			6
Town of Clarenville	1			1
Town of Conception Bay South	4			4
Town of Deer Lake	1			1
Town of Gander	4			4
Town of Portugal Cove – St Phillips	2			2
Town of Whitbourne	2			2
Total	298	45	17	360
Percentage	83%	12%	5%	100%

SYNOPSIS

The vast majority of General Access requests were completed within the initial 30 day period. Of a total number of 360 requests, 298 (83%) were responded to within 30 days, 45 (12%) were completed within 30-60 days, and 17 (5%) were addressed in over 60 days. In the category of “over 60 days”, several were extended beyond the timeline with the consent of the applicant.

The total number of response times is inconsistent with the total number of General Access requests, since a number of applications were withdrawn, abandoned or transferred. A number of requests were also carried over – that is, the request was opened before the end of the reporting period but not completed until after.

2.1.6 OUTCOMES

The fulfillment of a request for information has a range of possible outcomes. For example, information may be fully or partially disclosed; the requester may simply withdraw or abandon the request; or the information may already be available in the public domain. Also, the term “partial disclosure” refers to an outcome where all records responsive to a request are provided, however, certain information is severed in accordance with the exceptions laid out in the legislation.

Nine outcomes are listed below and two others “Available in 45 days” and “No confirmation or denial of records” are not included since neither of these outcomes was reported during the period in question by any of the government departments or public bodies.

*Table H – Outcome of General Access Requests by Government Department
from January 17, 2005 to March 31, 2006*

	Full Discl	Partial Discl	Access Denied	Transf	Aban- doned	Public Domain	RDNE*	Repetitive /Unclear	With- drawn
Business	2								
Education	12	2							
Environment and Conservation	18	3	1	3		2	3		
Executive Council	17	7	7	2			5		
Finance	2	2		2		1	1		
Fisheries and Aquaculture	4				3				
Government Services	18	3	3	1	13	12		4	
Health and Community Services	6	7	1	3	4				
Human Resources Labour and Employment	7			1		1			
Innovation, Trade and Rural Development	4		2	3			1		
Intergovernmental Affairs Secretariat		3	1	1					
Justice	12	4	4	3					1
Labrador and Aboriginal Affairs	5	1							

*Records do not exist.

Table H (cont'd)

	Full Discl	Partial Discl	Access Denied	Transf	Abandoned	Public Domain	RDNE*	Repetitive /Unclear	Withdrawn
Municipal and Provincial Affairs	5	1	1			1	1		1
Natural Resources	9	8	1	1					
Public Service Secretariat				2			1		
Tourism, Culture and Recreation	7								
Transportation and Works	6	5	3		1		1	5	
Total	134	46	24	22	21	17	13	9	2
Percentage	47%	16%	8%	8%	7%	6%	4%	3%	1%

*Records do not exist

SYNOPSIS

Within government departments, full disclosure was the most common resolution to General Access requests during 2005-2006 (47%). The second most common was severed records being provided resulting in partial disclosure (16%) and in 8% of requests, access to records was denied.

Table I - Outcome of General Access Requests by Public Body from January 17, 2005 to March 31, 2006

	Full Discl	Partial Discl	Abandoned	Access Denied	Withdrawn	RDNE*	Transfer	Publicly Available
City of Corner Brook	5			1				
College of the North Atlantic	3	2		2		1		
Health Care Corporation of St John's	1		6					
Lower Churchill Development Corporation Limited	1							
Memorial University of Newfoundland	2	1			1			
Municipal Assessment Agency	1	1						
Newfoundland and Labrador Farm Products	4							
Newfoundland and Labrador Housing Corporation							1	
Newfoundland and Labrador Hydro	4			1	2			
Newfoundland and Labrador Liquor Corporation	1	3		1				
RNC Public Complaints Commission	1							
The Rooms Corporation	1	1						1

Table I (cont'd)

	Full Discl	Partial Discl	Abandoned	Access Denied	Withdrawn	RDNE*	Transfer	Publicly Available
Royal Newfoundland Constabulary	4	2						
Town of Clarenville	1							
Town of Conception Bay South	4							
Town of Deer Lake	1							
Town of Gander	2	1		1				
Town of Portugal Cove – St Phillips	1	1						
Town of Whitbourne	2							
Total	39	12	6	6	3	1	1	1
Percentage	57%	17%	9%	9%	1%	1%	1%	4%

*Records do not exist

SYNOPSIS

In the majority of cases (57%), full disclosure was provided to applicants by public bodies. In 17% of applications, information was severed, resulting in partial disclosure. In 9% of cases, an applicant abandoned their request, or access to records was denied by the public body in question. A small remaining proportion of requests were either dealt with informally, withdrawn by the applicant, transferred, or for records which did not exist.

2.2 REQUESTS FOR PERSONAL INFORMATION

An individual's personal information can be requested under the ATIPPA by the person themselves, or by any other individual providing proof of authority to make a request on another person's behalf. Requests for personal information are subject only to the one-time application fee.

2.2.1 VOLUME AND REQUESTER TYPE

Table J - Total Requests for Personal Information from January 17, 2005 to March 31, 2006.

	Individual	Legal Firm	Media	Total
Education	4			4
Environment and Conservation	1			1
Government Services	1			1
Health and Community Services	1			1
Human Resources Labour and Employment	9			9
Justice	7			7
Intergovernmental Affairs Secretariat	1			1
Municipal Affairs	2			2
Rural Secretariat	1			1
Transportation and Works	1	1		2
City of Corner Brook	1			1
College of the North Atlantic	15			15
Health Care Corporation of St John's	3			3
Memorial University of Newfoundland and Labrador	1			1
Newfoundland and Labrador Housing Corporation		1		1
The Rooms Corporation	1			1
Royal Newfoundland Constabulary	5		1	6
St John's Nursing Home Board	1			1
Town of Summerford	1			1
Town of Whitbourne	1			1
Western Regional Integrated Health Authority		1		1
Total	57	3	1	61

SYNOPSIS

The College of the North Atlantic (CNA) has the highest number of requests for Personal Information of all the public bodies. Of the 15 Personal Information requests that the CNA received, 13 (87%) originated from the same source. These requests were labour intensive since they generally required the review and processing of minimally more than 4,000 records each. Despite the strain on operations, most of the requests were filled within the allotted timeframes.

2.2.2 FREQUENCY OF REQUESTER TYPE

Table K - Frequency of Requester Type from January 17, 2005 to March 31, 2006.

	Public Bodies	Government Departments	Total	Percentage
Individual	30	27	57	93%
Legal Firm	2	1	3	5%
Media	1		1	2%
Total	33	28	61	100%

SYNOPSIS

The vast majority of applications for Personal Information held in government and public body records were made by the individuals themselves. Requests for Personal Information made by legal firms were often associated with personal lawsuits.

2.2.3 EXCEPTIONS

The exceptions in the legislation that apply to General Access requests also apply to applications for personal records.

Table L - Exceptions Applied to Personal Information Requests from January 17, 2005 to March 31, 2006.

Mandatory		Total
Section 30	Personal Information	11
Discretionary		
Section 19	Local Public Body Confidences	3
Section 20	Policy Advice or Recommendations	8
Section 21	Legal Advice	7
Section 22	Harmful to Law Enforcement	4
Total		33

SYNOPSIS

Section 30 was applied most often in severing records responsive to Personal Information requests. The severed personal information contained information about another person other than the requester. The second most frequent exception applied was Section 20 (Policy Advice or Recommendations) and Section 21 (Legal Advice) and in these instances, the information severed often referred to advice or recommendation provided to public officials on legal aspects of lawsuits. Exceptions were also applied pursuant to Section 22 (Harmful to Law Enforcement). In these cases the information severed either affected institutional security or revealed details of ongoing criminal investigations.

2.2.4 RESPONSE TIMES

The ATIPPA requires that all requests for Personal Information under the care and custody of government departments or public bodies be responded to in the same time frame as General Access requests.

Table M - Response Times for Personal Information from January 17, 2005 to March 31, 2006

	30 days	30-60 days	60+ days	Total
Education	4			4
Government Services	1			1
Health and Community Services	1			1
Human Resources Labour and Employment	9			9
Intergovernmental Affairs Secretariat	1			1
Justice	6	1		7
Rural Secretariat	1			1
Transportation and Works	2			2
College of the North Atlantic	2	6	2	10
Health Care Corporation of St. John's	3			3
Memorial University of Newfoundland and Labrador	1			1
Newfoundland and Labrador Housing Corporation	1			1
The Rooms Corporation			1	1
Royal Newfoundland Constabulary	4	1		5
St. John's Nursing Home Board	1			1
Town of Summerford	1			1
Town of Whitbourne	1			1
Western Regional Integrated Health Authority	1			1
Total	40	8	3	51
Percentage	78%	16%	6%	100%

SYNOPSIS

The majority of Personal Information requests 40 (78%) were responded to in the initial period of 30 days. A further 8 (16%) were dealt with by applying a 30 day extension to the initial 30 day period and the remaining 3 (6%) exceeded the 60 day limit.

It is interesting to note the discrepancy between the proportion of General Access requests that are responded to within 30 days (83%) and the proportion of Personal Information applications (78%) that are filled in that same time. This difference is in part attributable to 8 requests submitted to the CNA, each of which comprised the search and review of minimally 4,000+ records each, and therefore required extensions to the time limit.

The total number of response times varies from the total number of requests since several requests were recorded in the reporting period while the response times were carried over into the new reporting period.

2.2.5 OUTCOMES

Most Personal Information requests resulted in only five outcomes, whether they were made to government departments or to public bodies.

Table N - Outcome of Personal Information Requests by Government Department from January 17, 2005 to March 31, 2006

	Full Disclosure	Partial Disclosure	Access Denied	Abandoned	Transferred
Education	1	1	2		
Environment and Conservation				1	
Government Services			1		
Health and Community Services		1			
Human Resources, Labour and Employment	6	2		1	
Intergovernmental Affairs			1		
Justice	5	1			1
Transportation and Works	1	1			
Rural Secretariat			1		
Total	13	6	5	2	1
Percentages	48%	22%	19%	7%	4%

SYNOPSIS

Most Personal Information requests resulted in full disclosure, 13 (48%). The second most frequent outcome was partial disclosure, 6 (22%). Also, some requests submitted to government departments, 5 (19%) were denied because the individual did not have the authority to make the request for someone else.

Table O - Outcomes of Personal Information Requests to Public Bodies from January 17, 2005 to March 31, 2006

	Full Disclosure	Partial Disclosure	Access Denied	Abandoned	Records to not exist
College of the North Atlantic		8	1		
Health Care Corporation of St John's	2			1	
Memorial University of Newfoundland	1				
Newfoundland Housing Corporation				1	
The Rooms Corporation	1				
Royal Newfoundland Constabulary	4		1		
St John's Nursing Home Board	1				
Town of Summerford	1				
Town of Whitbourne	1				
Western Regional Integrated Health					1
Total	11	8	2	2	1
Percentage	44%	36%	8%	8%	4%

SYNOPSIS

Of the 24 requests for Personal Information submitted to public bodies, 11 (44%) resulted in full disclosure. Partial disclosure was granted for 8 (36%) and the remainder resulted in access being denied, the requester abandoning their application, or the request was for records which do not exist.

3. ORGANIZATION OF ACTIVITIES

The key activities undertaken by the Office of the ATIPP Coordinator during this period comprise:

- Implementing a three-part strategy to promote compliance including:
 - Establishing and facilitating communities of practice for ATIPP Coordinators,
 - Implementing information management processes and systems,
 - Designing a training model which combines elements of train-the-trainer and motivational theory;
- Re-designing workflow processes and collateral material to reflect user needs;
- Providing electronic formats for information tools;
- Data entry and maintenance for all public bodies other than government departments; and
- Ongoing problem-solving for ATIPP Coordinators, responding to enquiries from the general public, acting in an advisory capacity to public bodies and developing policy on ongoing and emerging issues related to the ATIPPA.

Overall, despite the newness of the Act, departments and public bodies responded well to the challenge of implementing new legislation. Specifically, the Freedom of Information Audit carried out for the Canadian Newspaper Association in May 2005, assigned the province a rating of “B” for ATIPP program delivery in its first few months.

4. EDUCATION AND TRAINING ACTIVITIES

During the period in question training was offered on two topics:

- Interpreting the ATIPPA, and
- Entering ATIPP data into database (TRIM).

While the Office of the ATIPP Coordinator offered ATIPPA training, the sessions on ATIPP data entry were provided by the Legal Information Management Division of the Department of Justice. General ATIPP training was delivered primarily to government departments, but also to the general public, especially professional associations. The following table lists all training provided.

Date	Training
January 6, 2005	General ATIPPA Presentation Department of Finance, Tax Administration
January 12, 2005	General ATIPPA Presentation
January 14, 2005	General ATIPPA Presentation, Communications
January 24, 2005	General ATIPPA Presentation, Department of Innovation, Trade and Rural Development
January 25, 2005	General ATIPPA Presentation, Intergovernmental Affairs Secretariat
January 25, 2005	General ATIPPA Presentation, Department of Human Resources, Labour and Employment
January 26, 2005	General ATIPPA Presentation, Department of Municipal Affairs
January 26, 2005	General ATIPPA Presentation, Department of Environment and Conservation
January 28, 2005	ATIPPA Training for Municipalities, Labrador City
February 1, 2005	General ATIPPA Presentation, Department of Innovation, Trade and Rural Development
February 3, 2005	General ATIPPA Presentation, Executive Council Operations
February 3, 2005	General ATIPPA Presentation, Department of Human Resources, Labour and Employment
February 3, 2005	General ATIPPA Presentation, Doctors at MUN
February 7, 2005	General ATIPPA Presentation, Women's Policy Office
February 8, 2005	General ATIPPA Presentation, Cabinet Secretariat
February 9, 2005	General ATIPPA Presentation, Department of Municipal Affairs
February 15, 2005	General ATIPPA Presentation, Department of Tourism, Culture and Recreation
February 15, 2005	General ATIPPA and Privacy Presentation, International Association for Administrative Personnel
February 24, 2005	General ATIPPA Presentation, Department of Finance
March 1, 2005	General ATIPPA Presentation, City of Mount Pearl
March 22, 2005	General ATIPPA Presentation, Records Management Class CNA
March 24, 2005	General ATIPPA Presentation, Department of Human Resources, Labour and Employment
March 29, 2005	General ATIPPA Presentation, Public Service Commission
April 14, 2005	General ATIPPA Presentation, Department of Transportation and Works
April 23, 2005	ATIPPA Presentation and Q's & A's, Newfoundland and Labrador Municipal Administrators

Date	Training
April 27, 2005	General ATIPPA Presentation, Department of Transportation and Works
May 11, 2005	General ATIPPA Presentation, Executive Council, Learning and Development
May 30, 2005	Privacy Presentation, Canadian Bar Association
June 14, 2005	Privacy Roundtable, Canadian Evaluation Society
June 28, 2005	General ATIPPA Presentation, Atlantic Privacy Conference
September 9, 2005	General ATIPPA Qs & As, Communications
September 21, 2005	TRIM - Executive Council
September 27, 2005	TRIM - Department of Transportation and Works
September 28, 2005	TRIM - Department of Natural Resources
September 29, 2005	TRIM - Department of Education and Department of Innovation, Trade and Rural Development
September 30, 2005	TRIM - Department of Labrador and Aboriginal Affairs
October 5, 2005	TRIM - Department of Labrador and Aboriginal Affairs
October 6, 2005	TRIM - Intergovernmental Affairs Secretariat
October 12, 2005	TRIM - Department of Health and Community Services
October 14, 2005	TRIM - Department of Government Services
October 19, 2005	TRIM - Department of Human Resources Labour and Employment
October 25, 2005	TRIM - Department of Environment and Conservation
October 27, 2005	TRIM - Department of Natural Resources
October 28, 2005	TRIM - Premier's Office
November 1, 2005	TRIM - Department of Business
November 3, 2005	TRIM - Public Service Secretariat
November 8, 2005	TRIM - Department of Municipal Affairs
November 21, 2005	TRIM - Department of Justice
December 15, 2005	TRIM - Department of Fisheries and Aquaculture
January 23, 2006	TRIM - Department of Natural Resources
January 24, 2006	TRIM - Department of Finance
January 23, 2006	General ATIPPA Presentation, Public Service Secretariat and Environment and Conservation
February 9, 2006	TRIM – Department of Tourism, Culture and Recreation
February 10, 2006	Research Agreements, The Rooms Corporation
February 17, 2006	TRIM – Department of Education
February 21, 2006	TRIM – Department of Business
March 8, 2006	General ATIPPA Presentation, College of the North Atlantic, Department of Education, Public Service Secretariat
March 14, 2006	General Discussion Privacy, Office of the Chief Information Officer
March 23, 2006	General ATIPPA Presentation, Department of Education
March 30, 2006	General ATIPPA Presentation, Records Management Class, College of the North Atlantic

5. BUDGET AND RESOURCE DEPLOYMENT

The Coordination of ATIPP Program delivery in Newfoundland and Labrador is the mandate of the Office of the ATIPP Coordinator. For the initial period from January 2005 to January 2006, the Office was staffed by a part-time solicitor. In January 2006, a director was hired and 3 additional resources with the following responsibilities were proposed for the new budget period:

1. Manager / Facilitator Communities of Practice
 - Tasked with facilitating ATIPP communities of practice, and providing training and problem-solving
2. Solicitor
 - Responsible for providing legal opinions on interpretations of the Act
3. Legal Secretary

The three positions were approved in the end of year budgetary exercise in March 2006.

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

CATEGORY	JANUARY 17, 2005 – MARCH 31, 2005	APRIL 1, 2005 - MARCH 31, 2006
Permanent Salaries		\$12,429.00
Transportation & Communications	\$1, 979.00	\$1,691.00
Purchased Services	\$844.00	
Supplies		\$320.00
Total	\$2,823.00	\$14,440.00