

The Provincial Year-End Statistical Report for the Information and Privacy Commissioner/Ontario

Reporting Year: 2010

Date Report Completed: Feb/25/2011

All institutions must return a report to the Office of the Information and Privacy Commissioner/Ontario. If no requests for access to information or requests for correction of personal information were received, your institution must still complete and return Sections 1 and 2.

Section 1: Identification

1.1 Name of Institution : University of Waterloo

Ministry Name:

Formal Contact Person/Title: Marie Armstrong, Associate University Secretary

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Date Report Completed: 25/Feb/2011

1.2 Your institution is

A Ministry

An Agency

Is the Minister the head of your institution

A University



Section 2: Inconsistent Use of Personal Information

2.1 Whenever your institution uses or discloses **personal information** in a way that differs from the way the information is normally used or disclosed (**an inconsistent use**), you must attach a record or notice of the inconsistent use to the affected information. How many such records did your institutions attach, if any?

0

If your institution received:

No requests for access or correction ==> please complete and return only this page. Thank you.

Requests for access to information ==> go to Section 3.1

Requests for correction of personal information only ==> please complete Section 11 at the back of the report.

This report can be completed online at <https://statistics.ipc.on.ca> or it can be faxed to us at (416) 325-9195 or mailed to the Office of the Information and Privacy Commissioner/Ontario, 2 Bloor St. E., Suite 1400, Toronto, ON M4W 1A8.

Section 3: Number of Requests Received and Completed

Enter the number of requests that fall into each category.

- 3.1 New requests received during reporting year.
- 3.2 **Total Number of Requests Completed** for the reporting year:

Personal Information	General Records
1	3
1	2

Section 4: Source of Requests

Enter the number of requests you completed from each source.

- 4.1 Individual/Public
- 4.2 Business
- 4.3 Academic/Researcher
- 4.4 Association/Group
- 4.5 Media
- 4.6 Government (all Levels)
- 4.7 Other
- 4.8 Unknown
- 4.9 **Total Requests**
(add boxes 4.1 to 4.8 = box 4.9)

Personal Information	General Records
1	1
	1
1	2

Box 4.9 must be equal to 3.2

Section 5: Time to Completion

How long did your institution take to complete all requests for information? Enter the number of requests into the appropriate category:

How many requests were completed in:

- 5.1 30 days or less
- 5.2 30 -- 60 days
- 5.3 60 --90 days
- 5.4 90 days or over
- 5.5 **Total Requests**
(Add boxes 5.1 to 5.4 = box 5.5)

Personal Information	General Records
1	1
	1
1	2

Box 5.5 must be equal to 3.2

Section 6: Compliance with the Act

In the following character, please indicate the number of requests completed, within the statutory time limit and in excess of the statutory time limit, under each of the four different situations:

- A. No Notices issued.
- B. Both a Notice of Extension (s.27 (1)) and Notice of Affected Person (s.28 (1)) Issued.
- C. Only a Notice of Extension (s.27 (1)) issued.
- D. Only a Notice to Affected Person (s.28(1)) issued

Please note that the four different situations are mutually exclusive and the number of requests completed in each situations should add up to the total number of requests completed in Section 3.2 (Add boxes 6.3 + 6.6 + 6.9 + 6.12 = box 6.13) and (box 6.13 **must equal** box 3.2)

A. No Notices Issued

		Personal Information	General Records
6.1	Number of requests completed within the statutory time limit (30 days) where neither a Notice of Extension (s.27 (1)) nor a Notice of Affected Person (s.28 (1)) were issued.	1	1
6.2	Number of requests completed in excess of the statutory time limit (30 days) where neither a Notice of Extension (s.27 (1)) nor a Notice of Affected Persons (s.28 (1)) was issued.		
6.3	Total (Add boxes 6.1 + 6.2 = box 6.3)	1	1

Personal Information	General Records
1	1

B. Both a Notice of Extension (s.27 (1)) and Notice of Affected Person (s.28 (1)) Issued.

		Personal Information	General Records
6.4	Number of requests completed within the time limit permitted under both the Notice of Extension (s.27 (1)) and Notice of Affected Person (s.28 (1)).		
6.5	Number of requests completed in excess of the time limit permitted by the Notice of Extension (s.27(1)) nor a notice of Affected Persons (s.28(1)).		
6.6	Total (Add boxes 6.4 + 6.5 = box 6.6)		

Personal Information	General Records
0	0

C. Only a Notice of Extension (s.27 (1)) issued.

		Personal Information	General Records
6.7	Number of requests completed within the time limit permitted under the Notice of Extension (s.27(1))		
6.8	Number of requests completed in excess of the time limit permitted under the Notice of Extension (s.17(1))		
6.9	Total (Add boxes 6.7 + 6.8 = box 6.9)		

Personal Information	General Records
0	0

D. Only a Notice to Affected Person (s.28(1)) issued

		Personal Information	General Records
6.10	Number of requests completed within the time limit permitted under the Notice of Affected Person (s.28(1))		1
6.11	Number of requests completed in excess of the time limit permitted under the Notice to Affected Person (s.28(1))		
6.12	Total (Add boxes 6.10 + 6.11 = box 6.12)		1

	Personal Information	General Records
	0	1

E. Total Completed Requests (Sections A to D)

	Personal Information	General Records
6.13	Overall Total (Add boxes (6.3 + 6.6 + 6.9 + 6.12 = box 6.13) and (box 6.13 must equal to box 3.2)	1

	Personal Information	General Records
	1	2

Section 6a: Contributing Factors

Please outline and factors which may have contributed to your institution not meeting the statutory time limit. If you anticipate circumstances will improve your ability to comply with the Act in the future, please provide details in the space below.

Section 7: Disposition of Requests

What course of action was taken with each of the requests completed? Please enter the number of requests into the appropriate category.

		Personal Information	General Records
7.1	All information disclosed	1	
7.2	Disclosed in part		2
7.3	Nothing Disclosed		
7.4	Request withdrawn or abandoned		
7.5	Total Requests (Add Boxes 7.1 to 7.4 = Box 7.5)	1	2

Box 7.5 must be greater than or equal to Box 3.2

Section 8: Exemptions and Exclusions Applied

For the Total Requests with Exemptions/Exclusions/Frivolous or Vexations Requests, how many times did your institution apply each of the following? (More than one exemption may apply to each request.)

	Personal Information	General Records
8.1 Section 12 -- Cabinet Records		
8.2 Section 13 -- Advice to Government		
8.3 Section 14 -- Law Enforcement *		
8.4 Section 14(3) -- refusal to Confirm or Deny		
8.5 Section 15 -- Relations with Other Governments		
8.6 Section 16 -- Defense		
8.7 Section 17 -- Third Party Information		
8.8 Section 18 -- Economic and Other Interest of Ontario		1
8.9 Section 19 -- Solicitor - Client Privilege		1
8.10 Section 20 -- Danger to Safety or Health		
8.11 Section 21 -- Personal Privacy (Third Party) **	N/A	1
8.12 Section 21(5) -- Refusal to Confirm or Deny		
8.13 Section 22 -- Information Soon to be Published		
8.14 Section 27.1 -- Frivolous or Vexatious		

- 8.15 Section 49 -- Personal Information (Requester)
- 8.16 Section 65 -- Act does not apply
- 8.17 Section 65(5) -- Labor Relations and Employment Related Records
- 8.18 Section 67 -- Other Acts
- 8.19 Total Exemptions (Add boxes 8.1 to 8.18 = box 8.19)

	N/A
0	3

* not including Section 14 (3)

** not including Section 21 (5)

Section 9: Fees

Enter the number of requests for which your institution collected fees other than application fees that apply to each category.

- 9.1 Number of requests where other than application fees were collected (box 9.1 must be less or equal to box 10.7)

Personal Information	General Records	Total
0	0	0

- 9.2.1 Application fees collected

\$5.00	\$15.00	\$20.00
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- 9.2.2 Additional fees collected

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- 9.2.3 Total Fees
(Add boxes 9.2.1 + 9.2.2 = Box 9.2.3)

\$5.00	\$15.00	\$20.00
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- 9.3 Total Dollar Amount of Fees Waived

\$1.40	\$34.80	\$36.20
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Section 10: Reason for Additional Fee Collection

Enter the number of requests for which your institution collected fees other than application fees that apply to each category.

- 10.1 Search Time
- 10.2 Reproduction
- 10.3 Preparation
- 10.4 Shipping
- 10.5 Computer Costs
- 10.6 Invoice Cost (and others as permitted by regulations
- 10.7 Total
Add boxes 10.1 to 10.6 = Box 10.7)

Personal Information	General Records	Total
NA		
NA		
NA		
NA		
0	0	0

Box 10.7 must be greater than or equal to Box 9.1

Section 11: Corrections and Statements of Disagreement

Did your institution receive and requests to correct personal information?

- 11.1 Number of correction request received
- 11.2 Corrections carried forward from previous year
- 11.3 Corrections carried over to next year
- 11.4 Total Corrections Completed
((Box 11.1 + box 11.2) - box 11.3 = box 11.4)

Personal Information
0

Box 11.4 must equal box 11.9

What course of action did your institution take regarding the requests to correct **personal information** that were received?

- 11.5 Correction(s) made in whole
- 11.6 Correction(s) made in part
- 11.7 Correction(s) refused
- 11.8 Correction(s) withdrawn by requester
- 11.9 Total
(Add boxes 11.5 to 11.8 = box 11.9)

Personal Information
0

Box 11.9 must equal box 11.4

In cases where corrections were denied, in part or in full, were any statements of disagreement attached to the affected personal information.

- 11.10 Number of statements of disagreement attached:

0

If your institution received any requests to correct personal information, the Act requires that you send any person(s) or body who had access to the information in the previous year notification of either the correction or the statement of disagreement.

Enter the number of notifications sent, if applicable.

- 11.11 Number of notifications sent:

0

Thank You for your Co-operation