



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

**Statistical Report of  
University of Waterloo  
for the 2015 Reporting Year**

under the  
*Freedom of Information and Protection of Privacy Act*

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## Section 1: Identification

1.1	Organization Name	University of Waterloo
	Ministry Name (if applicable)	Training, Colleges and Universities
	Head of Institution Name & Title	Logan Atkinson / University Secretary & General Counsel
	Head of Institution E-mail Address	logan.atkinson@uwaterloo.ca
	Management Contact Name & Title	Karen Jack / Privacy Officer and Assistant University Secretary
	Management Contact E-mail Address	kjjack@uwaterloo.ca
	Primary Contact Name & Title	Melissa Zapletal/ Information & Privacy Administrator and Administrative
	Primary Contact Email Address	melissa.zapletal@uwaterloo.ca
	Primary Contact Phone Number	519-888-4567 x36125
	Primary Contact Fax Number	519-888-4327
	Primary Contact Mailing Address 1	200 University Avenue West
	Primary Contact Mailing Address 2	
	Primary Contact Mailing Address 3	
	Primary Contact City	Waterloo, ON
	Primary Contact Postal Code	N2L 3G1
1.2	Your Institution is:	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 institution attach, if any?

0

### Your institution received:

- No formal written requests for access or correction
- Formal written requests for access to records
- Requests for correction of records of personal information only

### Section 3: Number of Requests Received and Completed

Enter the number of requests that fall into each category.

- 3.1 New requests received during the reporting year
- 3.2 Total number of requests completed during the reporting year

	<b>Personal Information</b>	<b>General Records</b>
3.1	5	4
3.2	5	4

### Section 4: Source of Requests

Enter the number of requests you completed from each source.

- 4.1 Individual / Public
- 4.2 Individual by Agent
- 4.3 Business
- 4.4 Academic / Researcher
- 4.5 Association / Group
- 4.6 Media
- 4.7 Government (All Levels)
- 4.8 Other
- 4.9 Total Requests (Add Boxes 4.1 to 4.8 = Box 4.9)

	<b>Personal Information</b>	<b>General Records</b>
4.1	5	1
4.2	0	0
4.3	0	0
4.4	0	0
4.5	0	2
4.6	0	1
4.7	0	0
4.8	0	0
4.9	5	4

Box 4.9 MUST EQUAL Box 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 31 - 60 days
- 5.3 61 - 90 days
- 5.4 91 days or over
- 5.5 Total Requests (Add Boxes 5.1 to 5.4 = Box 5.5)

	<b>Personal Information</b>	<b>General Records</b>
5.1	5	4
5.2	0	0
5.3	0	0
5.4	0	0
5.5	5	4

Box 5.5 MUST EQUAL Box 3.2

## Section 6: Compliance with the *Act*

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

- A. No notices issued;
- B. Both a Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)) issued;
- C. Only a Notice of Extension (s.27(1)) issued; or
- 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 situation 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

- 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 to Affected Person (s.28(1)) were issued.
- 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 to Affected Person (s.28(1)) were issued.
- 6.3** Total (Add Boxes 6.1 + 6.2 = Box 6.3)

	Personal Information	General Records
6.1	5	4
6.2	0	0
6.3	5	4

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

- 6.4** Number of requests completed within the time limits permitted under **both** the Notice of Extension (s.27(1)) and Notice to 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)) and/or the time limit permitted by the Notice to Affected Person (s.28(1)).
- 6.6** Total (Add Boxes 6.4 + 6.5 = Box 6.6)

	Personal Information	General Records
6.4	0	0
6.5	0	0
6.6	0	0

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

- 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 by the Notice of Extension (s.27(1)).
- 6.9** Total (Add Boxes 6.7 + 6.8 = Box 6.9)

	Personal Information	General Records
6.7	0	0
6.8	0	0
6.9	0	0

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

- 6.10 Number of requests completed within the time limit permitted under the Notice to Affected Person (s.28(1))
- 6.11 Number of requests completed in excess of the time limit permitted by the Notice to Affected Person (s.28(1)).
- 6.12 Total (Add Boxes 6.10 + 6.11 = Box 6.12)

Personal Information	General Records
0	0
0	0
0	0

**E. Total Completed Requests (sections A to D)**

- 6.13 Overall Total (Add Boxes 6.3 + 6.6 + 6.9 + 6.12 = Box 6.13)

Personal Information	General Records
5	4

Box 6.13 MUST EQUAL Box 3.2

**Section 6a: Contributing Factors**

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

0

**Section 7: Disposition of Requests**

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

- 7.1 All information disclosed
- 7.2 Information disclosed in part
- 7.3 No information disclosed
- 7.4 No responsive records exist
- 7.5 Request withdrawn, abandoned or non-jurisdictional
- 7.6 Total Requests (Add Boxes 7.1 to 7.4 = Box 7.6)

Personal Information	General Records
1	1
2	2
0	0
1	1
1	0
5	4

Box 7.9 MUST BE GREATER THAN OR EQUAL TO Box 3.2

## Section 8: Exemptions & Exclusions Applied

For the total number of requests with exemptions/exclusions/frivolous or vexatious requests, how many times did your institution apply each of the following? (More than one exemption/exclusion may be applied to each request.)

	Personal Information	General Records
<b>8.1</b> Section 12 — Cabinet Records	0	0
<b>8.2</b> Section 13 — Advice to Government	1	0
<b>8.3</b> Section 14 — Law Enforcement <sup>1</sup>	1	0
<b>8.4</b> Section 14(3) — Refusal to Confirm or Deny	0	0
<b>8.5</b> Section 14.1 — <i>Civil Remedies Act, 2001</i>	0	0
<b>8.6</b> Section 14.2 — <i>Prohibiting Profiting from Recounting Crimes Act, 2002</i>	0	0
<b>8.7</b> Section 15 — Relations with Other Governments	0	0
<b>8.8</b> Section 16 — Defence	0	0
<b>8.9</b> Section 17 — Third Party Information	0	0
<b>8.10</b> Section 18 — Economic and Other Interests of Ontario	0	0
<b>8.11</b> Section 18.1 — Information with Respect to Closed Meetings	0	0
<b>8.12</b> Section 19 — Solicitor-Client Privilege	0	0
<b>8.13</b> Section 20 — Danger to Safety or Health	0	0
<b>8.14</b> Section 21 — Personal Privacy (Third Party) <sup>2</sup>	N/A	2
<b>8.15</b> Section 21(5) — Refusal to Confirm or Deny	0	0
<b>8.16</b> Section 21.1 — Species at Risk	0	0
<b>8.17</b> Section 22 — Information Soon to be Published	0	0
<b>8.18</b> Section 27.1 — Frivolous or Vexatious	0	0
<b>8.19</b> Section 49 — Personal Information (Requester)	1	N/A
<b>8.20</b> Section 65 — <i>Act Does Not Apply</i> <sup>3</sup>	0	1
<b>8.21</b> Section 65(6) — Labour Relations & Employment Related Records and Appointment and Placement Related Records	0	0
<b>8.22</b> Section 67 — Other Acts	0	0
<b>8.23</b> <i>PHIPA</i> Section 8(1) Applies	0	0
<b>8.24</b> Total Requests Where Exemptions & Exclusions Applied (Add Boxes 8.1 to 8.23 = Box 8.24)	3	3

<sup>1</sup> not including Section 14(3)

<sup>2</sup> not including Section 21(5)

<sup>3</sup> not including Section 65(6)

## Section 9: Fees

Did your institution collect fees related to requests for access to records?

	Personal Information	General Records	Total
<b>9.1</b> Number of requests where fees other than application fees were collected	0	0	0
<b>9.2.1</b> Application fees collected	\$10.00	\$20.00	\$30.00
<b>9.2.2</b> Additional fees collected	\$0.00	\$0.00	\$0.00
<b>9.2.3</b> Total fees collected (Add boxes 9.2.1 + 9.2.2 = Box 9.2.3)	\$10.00	\$20.00	\$30.00
<b>9.3 TOTAL DOLLAR AMOUNT OF FEES WAIVED</b>	\$12.50	\$0.00	\$12.50

## Section 10: Reasons for Additional Fee Collection

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

	Personal Information	General Records	Total
<b>10.1</b> Search time	0	0	0
<b>10.2</b> Reproduction	0	0	0
<b>10.3</b> Preparation	0	0	0
<b>10.4</b> Shipping	0	0	0
<b>10.5</b> Computer costs	0	0	0
<b>10.6</b> Invoice costs (and others as permitted by regulation)	0	0	0
<b>10.7</b> Total Requests (Add boxes 10.1 to 10.6 = Box 10.7)	0	0	0

## Section 11: Corrections and Statements of Disagreement

Did your institution receive any requests to correct **personal information**?

	Personal Information
<b>11.1</b> Number of correction requests received	0
<b>11.2</b> Correction requests carried forward from the previous year	0
<b>11.3</b> Correction requests carried over to the next year	0
<b>11.4</b> Total correction requests completed [(Box 11.1 + Box 11.2) - Box 11.3 = Box 11.4]	0

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

**Personal Information**

**11.5** Correction(s) made in whole

0

**11.6** Correction(s) made in part

0

**11.7** Correction requests refused

0

**11.8** Correction requests withdrawn by requester

0

**11.9** Total (Add Boxes 11.5 to 11.8 = Box 11.9)

0

In cases where correction requests were denied, in part or in whole, 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 that information in the previous year notification of either the correction of the statement of disagreement. Enter the number of notifications sent, if applicable.

**11.11** Number of notifications sent

0

**Note:**

This report is for your records only and should not be faxed or mailed to the Information and Privacy Commissioner /Ontario in lieu of online submission. Faxed or mailed copies of this report will NOT be accepted. Please submit your report online at: <https://statistics.ipc.on.ca>

***Thank you for your cooperation!***

**Declaration:**

I, Karen Jack / Privacy Officer and Assistant University Secretary, confirm that all the information provided in this report, furnished by me to the Information and Privacy Commissioner/Ontario, is true, accurate and complete

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*