

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

Reporting Year: 2010

Date Report Completed: Feb/23/2011

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 : York University
Ministry Name:
Formal Contact Person/Title: Carolyn Heald, Coordinator, Information and Privacy Office
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Content Contact Person/Title:
Email Address: Phone No:
Date Report Completed: 22/Feb/2011

1.2 Your institution is

A Ministry An Agency X Is the Minister the head of your institution No

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.

	Personal Information	General Records
3.1 New requests received during reporting year.	5	25
3.2 Total Number of Requests Completed for the reporting year:	5	21

Section 4: Source of Requests

Enter the number of requests you completed from each source.

	Personal Information	General Records
4.1 Individual/Public	5	18
4.2 Business		
4.3 Academic/Researcher		
4.4 Association/Group		3
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)	5	21

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
5	16
	4
	1
5	21

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

- 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.
- 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)

Personal Information	General Records
5	15
	1
5	16

Personal Information	General Records
5	16

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

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)).	Personal Information	General Records		
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)			▶	

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))	Personal Information	General Records		
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)			▶	

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 of Affected Person (s.28(1))	Personal Information	General Records		
			4		
6.11	Number of requests completed in excess of the time limit permitted under the Notice to Affected Person (s.28(1))		1		
6.12	Total (Add boxes 6.10 + 6.11 = box 6.12)		5	▶	5

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) and (box 6.13 must equal to box 3.2)	Personal Information	General Records	▶	
		5	21		
		Personal Information	General Records		
		5	21		

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.

The University continues to experience challenges in meeting the short, 30-day turnaround time required by the Act, particularly with requests for numerous records. This challenge is exacerbated at times of the year when staff who are relied upon to search for and provide records, or who are delegated to make decisions on requests, are on vacation, such as during Reading Week, March Break, or during the Christmas holiday when the University is shut down for an extended period of time.

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	4
7.2	Disclosed in part	1	15
7.3	Nothing Disclosed	3	2
7.4	Request withdrawn or abandoned		5
7.5	Total Requests (Add Boxes 7.1 to 7.4 = Box 7.5)	5	26

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		2
8.3 Section 14 -- Law Enforcement *	2	
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		6
8.8 Section 18 -- Economic and Other Interest of Ontario		4
8.9 Section 19 -- Solicitor - Client Privilege		2
8.10 Section 20 -- Danger to Safety or Health	1	
8.11 Section 21 -- Personal Privacy (Third Party) **		15
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)	2	
8.16 Section 65 -- Act does not apply		
8.17 Section 65(6) -- Labor Relations and Employment Related Records		2
8.18 Section 67 -- Other Acts		
8.19 Total Exemptions (Add boxes 8.1 to 8.18 = box 8.19)	5	31

* 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.

	Personal Information	General Records	Total
9.1 Number of requests where other than application fees were collected (box 9.1 must be less or equal to box 10.7)		10	10
9.2.1 Application fees collected	\$20.00	\$110.00	\$130.00
9.2.2 Additional fees collected		\$1,573.40	\$1,573.40
9.2.3 Total Fees (Add boxes 9.2.1 + 9.2.2 = Box 9.2.3)	\$20.00	\$1,683.40	\$1,703.40
9.3 Total Dollar Amount of Fees Waived	\$22.00	\$20.00	\$42.00

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.

	Personal Information	General Records	Total
10.1 Search Time	NA	10	10
10.2 Reproduction	1	10	11
10.3 Preparation	NA	9	9
10.4 Shipping	NA		
10.5 Computer Costs			
10.6 Invoice Cost (and others as permitted by regulations	NA		
10.7 Total Add boxes 10.1 to 10.6 = Box 10.7)	1	29	30

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?

		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)	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?

		Personal Information
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)	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
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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
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Thank You for your Co-operation