



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

**Statistical Report  
of York University  
for the 2011 Reporting Year**

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## Section 1: Identification

1.1	Name of Institution*	York University
	Management Contact Name / Title*	Carolyn Heald, Coordinator, Information and Privacy Office
	Management Contact E-mail Address*	cheald@yorku.ca
	Primary Contact Name/Title*	Carolyn Heald, Coordinator, Information and Privacy Office
	Primary Contact Mailing Address 1*	4700 Keele Street
	Primary Contact Mailing Address 2	1050 YRT
	Primary Contact Mailing Address 3	
	Primary Contact City*	Toronto
	Primary Contact Postal Code*	M3J 1P3
	Primary Contact Email Address*	cheald@yorku.ca
	Primary Contact Phone Number*	416-736-2100 x.20359
	Primary Contact Fax Number	416-736-5094
1.2	Your Institution Is:	Agency, Board, Commission or Corporation
	Ministry Name*:	Training, Colleges and Universities
	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 institution attach, if any?

0

### 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
7	8
7	7

### 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
7	3
0	0
0	1
0	0
0	3
0	0
0	0
0	0
7	7

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>
7	7
0	0
0	0
0	0
7	7

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 the 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 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
7	7
0	0
7	7

### 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
0	0
0	0
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 under the Notice of Extension (s.27(1)).
- 6.9 Total (Add boxes 6.7 + 6.8 = box 6.9)

Personal Information	General Records
0	0
0	0
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 under 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) and (box 6.13 **must equal to** box 3.2)

Personal Information	General Records
7	7

### 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.

### 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** Request withdrawn, abandoned or non-jurisdictional
- 7.5** Total Requests (Add boxes 7.1 to 7.4 = box 7.5)

Personal Information	General Records
1	2
4	0
2	5
0	0
7	7

Box 7.5 Must be Greater Than or Equal to Box 3.2

## Section 8: Exemptions & Exclusions Applied

For the **Total Requests with Exemptions/Exclusions/Frivolous or Vexatious Requests**, how many times did your institution apply each of the following? (More than one exemption may be applied to each request.) Please Note: In the case of an individual requesting their own personal information the Act does not allow s.21 of the Act to be used to deny access to the requested information. In the case of general records it is not permitted to use s.49 of the Act to deny access to the requested information. However, if you have done so for the reporting year, you may indicate this in the statistical report by backspacing out the N/A on lines 8.14 and 8.19, respectively. In the future, please discontinue this practice.

	<b>Personal Information</b>	<b>General Records</b>
<b>8.1</b> Section 12 -- Cabinet Records	0	0
<b>8.2</b> Section 13 -- Advice to Government	0	0
<b>8.3</b> Section 14 -- Law Enforcement*	1	1
<b>8.4</b> Section 14(3) -- Refusal to Confirm or Deny	0	0
<b>8.5</b> Section 14.1 -- Civil Remedies Act, 2001	0	0
<b>8.6</b> Section 14.2 -- Prohibiting Profiting from Recounting Crimes Act, 2002	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	1	1
<b>8.13</b> Section 20 -- Danger to Safety or Health	1	1
<b>8.14</b> Section 21 -- Personal Privacy (Third Party)** (Not applicable to Personal Information requests)	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) (Not applicable to general records requests)	3	N/A
<b>8.20</b> Section 65 -- Act Does Not Apply*** (except 65(6))	0	0

- 8.21** Section 65(6) -- Labour Relations & Employment Related Records
- 8.22** Section 67 -- Other Acts
- 8.23** Total Exemptions (Add boxes 8.1 to 8.22= box 8.23)

3	3
0	0
9	8

\* not including Section 14(3)\*\* not including Section 21(5)\*\*\*not including Section 65(6)

## Section 9: Fees

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

- 9.1** Number of *requests* where **other than application fees** were collected.
- 9.2.1** **Application fees** collected
- 9.2.2** **Additional fees** collected
- 9.2.3** Total Fees (Add boxes 9.2.1 + 9.2.2 = box 9.2.3)
- 9.3** **Total Dollar Amount of Fees waived**

Personal Information	General Records	Total
2	1	3
35.00	35.00	70.00
52.00	60.00	112.00
87.00	95.00	182.00
0.00	0.00	0.00

## 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. Please Note: The Act does not allow fees to be charged for search time, preparation, shipping and invoice costs for personal information requests, (see s.57). However, if you have charged the requester for these reasons during the reporting year, you may indicate this by backspacing out the appropriate N/As in the statistical report. In the future, please discontinue this practice.

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

Personal Information	General Records	Total
N/A	1	1
2	0	2
N/A	0	0
N/A	0	0
0	0	0
N/A	0	0
2	1	3



## Section 11: Corrections and Statements of Disagreement

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

	<b>Personal Information</b>
11.1 Correction requests received	0
11.2 Correction requests carried forward from the previous year	0
11.3 Correction requests carried over to next year	0
11.4 Total Corrections Completed [(box 11.1 + box 11.2) - box 11.3 = box 11.4]	0

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

	<b>Personal Information</b>
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 full, were any statements of disagreement attached to the affected personal information?

	<b>Personal Information</b>
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 or the statement of disagreement. Enter the number of notifications sent, if applicable.

	<b>Personal Information</b>
11.11 Number of notifications sent:	0

**Declaration:**

I, Carolyn Heald, Coordinator, Information and Privacy Office, confirm that all the information provided in this report, furnished by me to the Information and Privacy Commissioner/Ontario, is true, accurate and complete in all respects.

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*Signature*

*Date*