



STAFF REPORT INFORMATION ONLY

15.

Annual Statistical Report to the Office of the Information and Privacy Commissioner (IPC) of Ontario.

Date:	April 2, 2012
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

This report provides overview of the statistical report submitted to the Ontario Information and Privacy Commissioner (IPC).

FINANCIAL IMPACT

The report has no financial impact beyond what has already been approved in the current year's budget.

The Director, Finance & Treasurer has reviewed this financial impact statement and is in agreement with it.

DECISION HISTORY

The Library is required to submit a statistical report to the Information and Privacy Commissioner (IPC) of Ontario on an annual basis. At its meeting on March 26, 2007, the Library Board requested staff to provide an overview of the statistical report on an annual basis.

ISSUE BACKGROUND

The Toronto Public Library (TPL) is governed by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). One of the IPC's functions is to gather annual statistics from municipal institutions pertaining to inconsistent use of personal information in the institution's custody and the number of requests received for access to information (either an individual's own personal information or general records). The Act requires TPL to submit an annual report to the IPC.

COMMENTS

Overview of Annual Report

TPL received three requests for access to records. Two requests were completed within the legislated 30-day timeline. One request received in October 2011 was considered abandoned as of February 3, 2012 as the requester did not respond to the Library's request for fee payment. This request will be reported as completed in the 2012 report to the IPC.

Full access was granted to the record in the first request. Partial access was granted to the record in the second request. In 2011, the Library maintained a 30-day compliance rate of 100%.

Disclosures to Law Enforcement

All instances of disclosure of personal information to law enforcement agencies are reviewed and the Privacy & Records Management Officer follows up on specific disclosures as necessary.

Routine Disclosure

The Library routinely discloses information to the public. The TPL website provides a wide range of information that includes Toronto Public Library Board agendas, documents and minutes, and other detailed information about Library programs and services. Many informal requests for information from the Library are answered by referring requestors to the Library website.

Other Privacy-related Activities

The Library continues to review policies and procedures. Currently, the Library's Online Privacy & Access to Information statement is being reviewed and updated.

The Library reviews all standard forms in use that collect personal information. A Notice of Collection is a short statement that gives the legislative authority for the collection of the information, what the information will be used for, and contact details of the appropriate authority. The notice of collection is a standard feature on all forms.

As the organization introduces new technology and practices, Privacy Impact Assessments (PIA) are conducted to ensure full compliance with the provisions of relevant legislation. In 2011, assessments were undertaken of the proposed online payment and e-mail registration systems.

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SIGNATURE

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