



Government of Newfoundland and Labrador
Department of Children, Seniors and Social Development

Response to Applicant - Full Disclosure
Form 4A

September 18, 2018

S. 40 (1)



Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act CSSD-24-2018

On August 21, 2018, the Department of Children, Seniors and Social Development (CSSD) received your request for access to the following records/information:

Number of requests for access to personal information contained in child welfare and child protection files for the years 2014, 2015, 2016, 2017 and 2018 to date; average time taken to complete these requests; number of requests not fulfilled and date of those requests.

I am pleased to inform you that a decision has been made by the Deputy Minister for CSSD to provide access to the requested information. In consultation with the Manager of Information Services, CSSD is providing you with the following:

CSSD Requests for Access to Personal Information 2014-2018					
	2014	2015	2016	2017	2018
Number of Requests	72	103	99	90	60
Average time taken to complete requests	504 days (total)				
* Number of requests not fulfilled and their date	2	24	55	61	54

*please refer to enclosure (Appendix A) for specific dates of each request

Please be advised that you may ask the Information and Privacy Commissioner to review the processing of your access request, as set out in section 42 of the *Access to Information and Protection of Privacy Act* (the *Act*). A request to the Commissioner must be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner.

The address and contact information of the Information and Privacy Commissioner is as follows:

Office of the Information and Privacy Commissioner
2 Canada Drive



Government of Newfoundland and Labrador
Department of Children, Seniors and Social Development

P. O. Box 13004, Stn. A
St. John's, NL. A1B 3V8

Telephone: (709) 729-6309
Toll-Free: 1-877-729-6309
Facsimile: (709) 729-6500

You may also appeal directly to the Supreme Court Trial Division within 15 business days after you receive the decision of the public body, pursuant to section 52 of the *Act*.

Please be advised that responsive records will be published following a 72 hour period after the response is sent electronically to you or five business days in the case where records are mailed to you. It is the goal to have the responsive records posted to the Completed Access to Information Requests website within one business day following the applicable period of time. Please note that requests for personal information will not be posted online.

If you have any further questions, please feel free to contact me by telephone at (709) 729-6370 or by e-mail at michellemurray@gov.nl.ca.

Sincerely,

A handwritten signature in blue ink that reads "Michelle Murray".

Michelle Murray B.A., B.S.W., M.S.W.
Program & Policy Development Specialist/ATIPP Coordinator
Department of Children, Seniors and Social Development
P.O. Box 8700 St. John's, NL A1B 4J6

Enclosure



COMPLAINT

Access or correction complaint

42. (1) A person who makes a request under this Act for access to a record or for correction of personal information may file a complaint with the commissioner respecting a decision, act or failure to act of the head of the public body that relates to the request.

(2) A complaint under subsection (1) shall be filed in writing not later than 15 business days

(a) after the applicant is notified of the decision of the head of the public body, or the date of the act or failure to act; or

(b) after the date the head of the public body is considered to have refused the request under subsection 16 (2).

(3) A third party informed under section 19 of a decision of the head of a public body to grant access to a record or part of a record in response to a request may file a complaint with the commissioner respecting that decision.

(4) A complaint under subsection (3) shall be filed in writing not later than 15 business days after the third party is informed of the decision of the head of the public body.

(5) The commissioner may allow a longer time period for the filing of a complaint under this section.

(6) A person or third party who has appealed directly to the Trial Division under subsection 52 (1) or 53 (1) shall not file a complaint with the commissioner.

(7) The commissioner shall refuse to investigate a complaint where an appeal has been commenced in the Trial Division.

(8) A complaint shall not be filed under this section with respect to

(a) a request that is disregarded under section 21 ;

(b) a decision respecting an extension of time under section 23 ;

(c) a variation of a procedure under section 24 ; or

(d) an estimate of costs or a decision not to waive a cost under section 26 .

(9) The commissioner shall provide a copy of the complaint to the head of the public body concerned.



Direct appeal to Trial Division by an applicant

52. (1) Where an applicant has made a request to a public body for access to a record or correction of personal information and has not filed a complaint with the commissioner under section 42, the applicant may appeal the decision, act or failure to act of the head of the public body that relates to the request directly to the Trial Division.

(2) An appeal shall be commenced under subsection (1) not later than 15 business days

(a) after the applicant is notified of the decision of the head of the public body, or the date of the act or failure to act; or

(b) after the date the head of the public body is considered to have refused the request under subsection 16 (2).

(3) Where an applicant has filed a complaint with the commissioner under section 42 and the commissioner has refused to investigate the complaint, the applicant may commence an appeal in the Trial Division of the decision, act or failure to act of the head of the public body that relates to the request for access to a record or for correction of personal information.

(4) An appeal shall be commenced under subsection (3) not later than 15 business days after the applicant is notified of the commissioner's refusal under subsection 45 (2).

[2015 cA-1.2 s52](#)

Appendix A
ATIPP Request CSSD/24/2018
Requests for Personal Information (PI) Not Fulfilled

2014	
Submission Dates for PI Requests	
1	January 9, 2014
2	February 27, 2014

2015	
Submission Dates for PI Requests	
1	February 3, 2015
2	April 27, 2015
3	May 11, 2015
4	June 8, 2015
5	June 26, 2015
6	July 23, 2015
7	August 6, 2015
8	August 18, 2015
9	August 26, 2015
10	September 2, 2015
11	September 3, 2015
12	September 4, 2015

13	September 8, 2015
14	September 9, 2015
15	October 5, 2015
16	October 22, 2015
17	October 22, 2015
18	November 6, 2015
19	November 9, 2015
20	November 12, 2015
21	November 26, 2015
22	November 27, 2015
23	November 30, 2015
24	December 3, 2015

2016 Submission Dates for PI Requests	
1	January 8, 2016
2	January 11, 2016
3	January 14, 2016
4	January 20, 2016
5	January 29, 2016
6	February 3, 2016
7	February 5, 2016
8	February 15, 2016
9	February 15, 2016
10	February 24, 2016
11	February 25, 2016
12	March 3, 2016
13	March 3, 2016
14	March 9, 2016
15	March 10, 2016
16	March 17, 2016
17	March 22, 2016
18	March 28, 2016
19	April 5, 2016
20	April 15, 2016
21	April 26, 2016
22	April 26, 2016
23	April 28, 2016
24	May 3, 2016
25	May 5, 2016
26	May 6, 2016
27	May 10, 2016

28	May 10, 2016
29	May 10, 2016
30	June 1, 2016
31	June 7, 2016
32	June 15, 2016
33	June 17, 2016
34	June 24, 2016
35	July 12, 2016
36	July 18, 2016
37	July 18, 2016
38	August 1, 2016
39	August 18, 2016
40	August 19, 2016
41	September 6, 2016
42	September 16, 2016
43	September 22, 2016
44	September 22, 2016
45	October 19, 2016
46	October 24, 2016
47	November 4, 2016
48	November 4, 2016
49	November 8, 2016
50	November 11, 2016
51	December 5, 2016
52	December 8, 2016
53	December 9, 2016
54	December 14, 2016
55	December 23, 2016

2017 Submission Dates for PI Requests	
1	January 6, 2017
2	January 10, 2017
3	January 18, 2017
4	January 18, 2017
5	January 23, 2017
6	February 8, 2017
7	February 8, 2017
8	February 16, 2017
9	February 21, 2017
10	March 17, 2017
11	March 23, 2017
12	March 31, 2017
13	March 31, 2017
14	April 6, 2017
15	April 26, 2017
16	May 5, 2017
17	May 5, 2017
18	May 10, 2017
19	May 16, 2017
20	May 25, 2017
21	May 25, 2017
22	June 12, 2017
23	June 12, 2017
24	June 12, 2017
25	June 27, 2017
26	July 4, 2017
27	July 7, 2017
28	July 10, 2017
29	July 19, 2017
30	July 24, 2017

31	July 24, 2017
32	July 24, 2017
33	August 11, 2017
34	August 14, 2017
35	August 15, 2017
36	August 21, 2017
37	August 29, 2017
38	August 30, 2017
39	August 30, 2017
40	September 14, 2017
41	September 15, 2017
42	September 19, 2017
43	September 21, 2017
44	September 22, 2017
45	September 22, 2017
46	September 25, 2017
47	September 26, 2017
48	September 28, 2017
49	October 2, 2017
50	October 12, 2017
51	October 13, 2017
52	October 18, 2017
53	October 31, 2017
54	November 7, 2017
55	November 9, 2017
56	November 28, 2017
57	November 28, 2017
58	November 30, 2017
59	December 1, 2017
60	December 29, 2017
61	July 3, 2017

2018 PI Date of Submission	
1	January 17, 2018
2	January 18, 2018
3	January 24, 2018
4	January 24, 2018
5	January 24, 2018
6	January 25, 2018
7	January 31, 2018
8	January 31, 2018
9	February 6, 2018
10	February 28, 2018
11	March 4, 2018
12	March 5, 2018
13	March 6, 2018
14	March 7, 2018
15	March 8, 2018
16	March 12, 2018
17	March 13, 2018
18	April 2, 2018
19	April 4, 2018
20	April 5, 2018
21	April 12, 2018
22	April 13, 2018
23	April 19, 2018
24	April 19, 2018
25	April 20, 2018
26	April 23, 2018
27	April 24, 2018

28	April 25, 2018
29	May 4, 2018
30	May 7, 2018
31	May 10, 2018
32	May 14, 2018
33	May 23, 2018
34	May 23, 2018
35	May 29, 2018
36	May 31, 2018
37	June 6, 2018
38	June 11, 2018
39	June 19, 2018
40	July 3, 2018
41	July 6, 2018
42	July 10, 2018
43	July 18, 2018
44	July 26, 2018
45	July 30, 2018
46	July 31, 2018
47	August 15, 2018
48	August 15, 2018
49	August 22, 2018
50	August 29, 2018
51	August 29, 2018
52	August 29, 2018
53	August 29, 2018
54	September 4, 2018