

National Energy
Board



Office national
de l'énergie

Annual Report pursuant to the *Privacy Act*

1 April 2009 - 31 March 2010

Canada

National Energy Board

Annual Report
Pursuant to the
Privacy Act

1 April 2009 - 31 March 2010

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2010
as represented by the National Energy Board

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National Energy
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Office national
de l'énergie

Office of the Chair and CEO

Bureau du président et premier dirigeant

12 August 2010

The Honourable Christian Paradis, P.C., M.P.
Minister of Natural Resources Canada
580 Booth Street
Ottawa, Ontario
K1A 0E4

Dear Minister:

In accordance with the provisions of Sections 72 of the *Privacy Act*, I am pleased to submit the Annual Report of the National Energy Board on the administration of this Act for the period 1 April 2009 to 31 March 2010.

Yours sincerely,

Gaétan Caron
Chair and CEO

Attachment

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I. Introduction

The *Privacy Act* provides citizens with the right to access personal information held by the government and protection of that information against unauthorized use and disclosure.

The National Energy Board (Board) is an independent federal regulatory agency that was established in 1959. The Board regulates the following specific aspects of the energy industry:

- the construction and operation of interprovincial and international pipelines;
- pipeline traffic, tolls and tariffs;
- the construction and operation of international and designated interprovincial power lines;
- the export and import of natural gas;
- the export of oil and electricity; and
- Frontier oil and gas activities.

Other responsibilities include:

- providing energy advice to the Minister of Natural Resources in areas where the Board has expertise derived from its regulatory functions;
- carrying out studies and preparing reports when requested by the Minister;
- conducting studies into specific energy matters;
- holding public inquiries when appropriate; and
- monitoring current and future supplies of Canada's major energy commodities.

In addition to its responsibilities under the *National Energy Board Act* (NEB Act), the Board also has responsibilities under the *Canada Oil and Gas Operations Act*, the *Canadian Environmental Assessment Act*, the *Northern Pipeline Act*, and certain provisions of the *Canada Petroleum Resources Act*. As a result of the *Canada Transportation Act*, which came into effect on 1 July 1996, the Board's jurisdiction has been broadened to also include pipelines that transport commodities other than oil or natural gas.

II. Description of institution structure

Activities relating to the *Privacy Act* are the responsibility of the Secretary of the Board, who has been designated by the Chair of the Board as the Coordinator. The ATIP and Executive Support Officer position was created to assist the Secretary of the Board in Privacy requests. In addition, the Board's legal counsel and staff members are available to provide advice, as required. All the individuals have other responsibilities in addition to those described above.

III. Designation Order

APPENDIX I

NATIONAL ENERGY BOARD

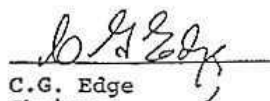


OFFICE NATIONAL DE L'ÉNERGIE

PRIVACY ACT DESIGNATION ORDER

The Chairman of the National Energy Board, pursuant to Section 73 of the Privacy Act*, hereby designates the person holding the office of Secretary of the National Energy Board to exercise the powers and perform the duties and functions of the Chairman as the head of a government institution under the Act.

Dated at Ottawa this 16 day of March, 1983.



C.G. Edge
Chairman

IV. Statistical Report

Institution National Energy Board		Reporting period / Période visée par le rapport April 1st 2009 / May 31st 2010	
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I Requests under the Privacy Act / Demandes en vertu de la Loi sur la protection des renseignements personnels	
Received during reporting period / Reçues pendant la période visée par le rapport	1
Outstanding from previous period / En suspens depuis la période antérieure	
TOTAL	1
Completed during reporting period / Traitées pendant la période visée par le rapport	1
Carried forward / Reportées	

II Disposition of request completed / Disposition à l'égard des demandes traitées	
1. All disclosed / Communication totale	
2. Disclosed in part / Communication partielle	1
3. Nothing disclosed (excluded) / Aucune communication (exclusion)	
4. Nothing disclosed (exempt) / Aucune communication (exemption)	
5. Unable to process / Traitement impossible	
6. Abandoned by applicant / Abandon de la demande	
7. Transferred / Transmission	
TOTAL	

III Exemptions invoked / Exceptions invoquées	
S. Art. 18(2)	
S. Art. 19(1)(a)	
(b)	
(c)	
(d)	
S. Art. 20	
S. Art. 21	
S. Art. 22(1)(a)	
(b)	
(c)	
S. Art. 22(2)	
S. Art. 23 (a)	
(b)	
S. Art. 24	
S. Art. 25	
	1
S. Art. 27	
S. Art. 28	

IV Exclusions cited / Exclusions citées	
S. Art. 69(1)(a)	
(b)	
S. Art. 70(1)(a)	
(b)	
(c)	
(d)	
(e)	
(f)	

V Completion time / Délai de traitement	
30 days or under / 30 jours ou moins	1
31 to 60 days / De 31 à 60 jours	
61 to 120 days / De 61 à 120 jours	
121 days or over / 121 jours ou plus	

VI Extensions / Prorogations des délais	
Interference with operations / Interruption des opérations	
Consultation	
Translation / Traduction	
TOTAL	

VII Translations / Traductions	
Translations requested / Traductions demandées	
Translations prepared /	English to French / De l'anglais au français
Traductions préparées	French to English / Du français à l'anglais

VIII Method of access / Méthode de consultation	
Copies given / Copies de l'original	1
Examination / Examen de l'original	
Copies and examination / Copies et examen	

IX Corrections and notation / Corrections et mention	
Corrections requested / Corrections demandées	
Corrections made / Corrections effectuées	
Notation attached / Mention annexée	

X Costs / Coûts	
Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 200
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 20
TOTAL	\$ 220
Person year utilization (all reasons) / Années-personnes utilisées (raisons)	
Person year (decimal format) / Années-personnes (nombre décimal)	0.003

Supplemental Reporting Requirements

Privacy Act

Treasury Board Secretariat is monitoring compliance with the Privacy Impact Assessment (PIA) Policy (which came into effect on May 2, 2002) through a variety of means. Institutions are therefore required to report the following information for this reporting period.

Indicate the number of:

Preliminary Privacy Impact Assessments initiated: 0

Preliminary Privacy Impact Assessments completed: 0

Privacy Impact Assessments initiated: 0

Privacy Impact Assessments completed: 0

Privacy Impact Assessments forwarded to the Office of the Privacy Commissioner (OPC): 0

If your institution did not undertake any of the activities noted above during the reporting period, this must be stated explicitly.

Exigences en matière d'établissement de rapports supplémentaire

Loi sur la protection des renseignements personnels

Le Secrétariat du Conseil du Trésor surveille la conformité à la Politique sur l'Évaluation des facteurs relatifs à la vie privée (EFVP) (qui est entrée en vigueur le 2 mai 2002) par divers moyens. Les institutions sont donc tenues de déclarer les renseignements suivants pour cette période de déclaration.

Veuillez indiquer le nombre :

d'évaluations préliminaires des facteurs relatifs à la vie privée amorcées : 0

d'évaluations préliminaires des facteurs relatifs à la vie privée achevées : 0

d'évaluations des facteurs relatifs à la vie privée amorcées : 0

d'évaluations des facteurs relatifs à la vie privée achevées : 0

d'évaluations des facteurs relatifs à la vie privée acheminées au Commissariat à la protection de la vie privée (CPVP) : 0

Si votre institution n'a pas entrepris l'une ou l'autre des activités susmentionnées durant la période de rapport, cela doit être mentionné de façon explicite.

Discrepancies	Divergences

IV. Interpretation / Explanation

Received During Reporting Period

During the reporting period, the Board received one request under the *Privacy Act*.

Disposition of Requests Completed

The Board disclosed the requested documents in part.

Exemptions Invoked

Section 26

Completion Time

The request was completed within 30 days of receipt.

Costs

The costs incurred for handling Privacy requests and administrative matters totaled \$220.00 for 6 hours.

The Board estimates that 6 hours equates to 0.003 person year.

V. Training

An employee was provided informal orientation and training related on the Privacy Act.

VI. New or revised policies and guidelines

The National Energy Board did not implement any new and/or revised access to information policies, guidelines or procedures during the reporting period.

VII. Complaints / Investigations

No complaints were received during the reporting period.

VIII. Privacy Impact Assessments

The Board has not initiated or completed any Privacy Impacts Assessments or Preliminary Privacy Impact Assessments. Consequently, no Privacy Impacts Assessments were forwarded to the Office of the Privacy Commissioner.

IX. Disclosures pursuant to subsection 8(2)(m)

During the reporting period, the National Energy Board made no disclosures of personal information pursuant to subsection 8(2)(m) of the *Privacy Act*.