



Federal Economic Development  
Agency for Southern Ontario

Agence fédérale de développement  
économique pour le Sud de l'Ontario

## **Annual Report to Parliament**

# ***Privacy Act***

**Federal Economic Development Agency for  
Southern Ontario**



**August 13, 2009 to March 31, 2010**

This publication is available upon request in accessible formats.

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## **TABLE OF CONTENTS**

	Page
INTRODUCTION .....	1
ABOUT THE ORGANIZATION .....	1
STRUCTURE OF ACCESS TO INFORMATION AND PRIVACY OFFICE .....	2
DELEGATION OF AUTHORITY .....	2
STATISTICS .....	2
INSTITUTIONAL POLICIES AND PROCEDURES .....	2
EDUCATION AND TRAINING .....	2
COMPLAINTS AND INVESTIGATIONS .....	3
PRIVACY IMPACT ASSESSMENT .....	3
DISCLOSURE PURSUANT TO PARAGRAPH 8(2)(m) .....	3
ANNEX A – Structure of Access to Information and Privacy Office	
ANNEX B – Statistical Report	

## **INTRODUCTION**

The *Privacy Act* gives Canadian citizens and people present in Canada the right to have access to information about them that is held by the federal government. It also protects against unauthorized disclosure of that personal information. In addition, it strictly controls how the government will collect, use, store, disclose, and dispose of any personal information.

## **ABOUT THE ORGANIZATION**

The *Economic Action Plan* introduced in Budget 2009 provided \$1 billion over five years for a new Southern Ontario development agency to support restructuring, community and business development, innovation and commercialization initiatives, and other measures to promote economic diversification in Southern Ontario. The Federal Economic Development Agency for Southern Ontario (FedDev Ontario) was formally established on August 13, 2009.

The Agency is charged with delivering federal government economic development programs tailored to the specific priorities of workers, businesses and communities in Southern Ontario. The mandate of FedDev Ontario is to help support excellence by making the Southern Ontario economy and its communities more competitive, innovative and diversified.

FedDev Ontario is headquartered in Kitchener and has offices in Stratford, Peterborough, Toronto and Ottawa. According to the 2006 Census, this area has a population of over 11 million, representing approximately 93% of Ontario's total population and 36% of the total population of Canada.

FedDev Ontario is part of the Industry portfolio. Its President oversees the Agency operations and resources, and reports to the Honourable Gary Goodyear, Minister of State (Science and Technology) (Federal Economic Development Agency for Southern Ontario).

## **STRUCTURE OF THE ACCESS TO INFORMATION AND PRIVACY OFFICE**

Responsibility for processing requests received under the *Privacy Act* rests with the Access to Information and Privacy (ATIP) Coordinator who reports to the Corporate Secretary of the Agency. The ATIP Office is located in Ottawa. The ATIP Coordinator oversees the implementation of the *Privacy Act* within FedDev Ontario, and ensures compliance with the legislation. One junior officer is also part of the ATIP Office. You will find in Annex A the organizational chart of the ATIP Office.

## **DELEGATION OF AUTHORITY**

For the period August 13, 2009 to March 31, 2010, the signing authority for the administration of the *Privacy Act* remained with the President of FedDev Ontario. A delegation order is being prepared for the next reporting period.

## **STATISTICS**

There was no formal Privacy request received by FedDev Ontario during the reporting period.

The statistical report on Privacy Act requests is attached as Annex B.

## **INSTITUTIONAL POLICIES AND PROCEDURES**

As this was the first year of operation for FedDev Ontario, the Agency is using the policies and procedures put in place by Industry Canada and follows Treasury Board guidelines. Specific tools will be developed and implemented during the next reporting period.

## **EDUCATION AND TRAINING**

The ATIP Coordinator has provided informal training / briefings sessions to Agency staff in order to coach them in performing activities related to the *Privacy Act*. This training also addressed specific questions from employees and management with the Agency. The ATIP coordinator has initiated the development of training tools which will be implemented in the next reporting period.

## **COMPLAINTS AND INVESTIGATIONS**

As FedDev Ontario has not yet received a Privacy request, there were no complaints received concerning the administration of the *Privacy Act*, and no difficulties have been encountered in the administration of the *Privacy Act* during the reporting period.

## **PRIVACY IMPACT ASSESSMENT**

During this reporting period, FedDev Ontario did not initiate any Privacy Impact Assessments and, therefore, no assessments were forwarded to the Office of the Privacy Commissioner.

## **DISCLOSURE PURSUANT TO PARAGRAPH 8(2)(m)**

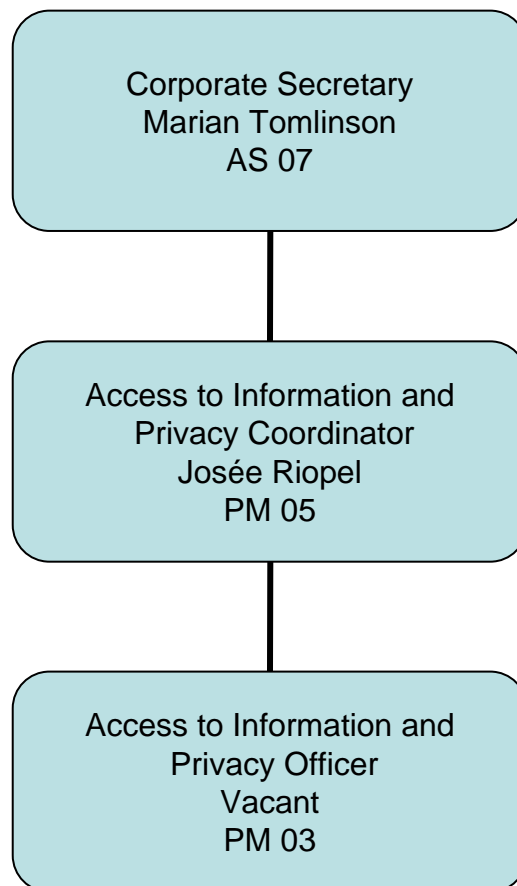
There were no disclosures pursuant to paragraph 8(2)(m) for the August 13, 2009 to March 31, 2010 period.

## **ANNEX A – Structure of Access to Information and Privacy Office**



# Federal Economic Development Agency for Southern Ontario

## Access to Information and Privacy Office



## **ANNEX B – Statistical Report**



**REPORT ON THE PRIVACY ACT**  
**RAPPORT CONCERNANT LA LOI SUR LA PROTECTION**  
**DES RENSEIGNEMENTS PERSONNELS**

Institution	Federal Economic Development Agency for Southern Ontario / Agence fédérale de développement économique pour le Sud de l'Ontario	Reporting period / Période visée par le rapport April 1, 2009 to March 31, 2010
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<b>I Requests under the Privacy Act / Demandes en vertu de la Loi sur la protection des renseignements personnels</b>		
Received during reporting period / Reçues pendant la période visée par le rapport		0
Outstanding from previous period / En suspens depuis la période antérieure		0
<b>TOTAL</b>		0
Completed during reporting period / Traitées pendant la période visées par le rapport		0
Carried forward / Reportées		0

<b>II Disposition of request completed / Disposition à l'égard des demandes traitées</b>		
1. All disclosed / Communication totale		0
2. Disclosed in part / Communication partielle		0
3. Nothing disclosed (excluded) / Aucune communication (exclusion)		0
4. Nothing disclosed (exempt) / Aucune communication (exemption)		0
5. Unable to process / Traitement impossible		0
6. Abandoned by applicant / Abandon de la demande		0
7. Transferred / Transmission		0
<b>TOTAL</b>		0

<b>III Exemptions invoked / Exceptions invoquées</b>		
S. Art. 18(2)		0
S. Art. 19(1)(a)		0
(b)		0
(c)		0
(d)		0
S. Art. 20		0
S. Art. 21		0
S. Art. 22(1)(a)		0
(b)		0
(c)		0
S. Art. 22(2)		0
S. Art. 23 (a)		0
(b)		0
S. Art. 24		0
S. Art. 25		0
S. Art. 26		0
S. Art. 27		0
S. Art. 28		0

<b>IV Exclusions cited / Exclusions citées</b>		
S. Art. 69(1)(a)		0
(b)		0
S. Art. 70(1)(a)		0
(b)		0
(c)		0
(d)		0
(e)		0
(f)		0

<b>V Completion time / Délai de traitement</b>		
30 days or under / 30 jours ou moins		0
31 to 60 days / De 31 à 60 jours		0
61 to 120 days / De 61 à 120 jours		0
121 days or over / 121 jours ou plus		0

<b>VI Extentions / Prorogations des délais</b>			
	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus	
Interference with operations / Interruption des opérations	0	0	
Consultation	0	0	
Translation / Traduction	0	0	
<b>TOTAL</b>	0	0	

<b>VII Translations / Traductions</b>		
Translations requested / Traductions demandées		0
Translations prepared /	English to French / De l'anglais au français	0
Traductions préparées	French to English / Du français à l'anglais	0

<b>VIII Method of access / Méthode de consultation</b>		
Copies given / Copies de l'original		0
Examination / Examen de l'original		0
Copies and examination / Copies et examen		0

<b>IX Corrections and notation / Corrections et mention</b>		
Corrections requested / Corrections demandées		0
Corrections made / Corrections effectuées		0
Notation attached / Mention annexée		0

<b>X Costs / Coûts</b>		
Financial (all reasons) / Financiers (raisons)		
Salary / Traitement	\$	0
Administration (O and M) / Administration (fonctionnement et maintien)	\$	0
<b>TOTAL</b>	\$	0
Person year utilization (all reasons) / Années-personnes utilisées (raisons)		
Person year (decimal format) / Années-personnes (nombre décimal)		0



## Appendix B

### 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.

## Annexe B

### 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 (ÉFVP) (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.

#### **Veillez 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.

**Appendix C**

**Annexe C**

<b>Discrepancies</b>	<b>Divergences</b>
No discrepancies to report	Aucune divergence à rapporter