



**Annual Report to Parliament**

# **Privacy Act**

**Federal Economic Development Agency  
for Southern Ontario**

**April 1, 2010 to March 31, 2011**



This publication is available upon request in accessible formats.

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## INTRODUCTION

The purpose of the *Privacy Act* (the Act) "is to extend the present laws of Canada that protect the privacy of individuals with respect to personal information about themselves held by a government institution and that provide individuals with a right of access to that information" (Section 2 of the Act). The law also protects an individual's privacy by preventing others from having access to that personal information and allows an individual specific rights concerning the collection and use of his/her information.

Section 72 of the *Privacy Act* requires that the head of every government institution prepare, for submission to Parliament, an annual report on the administration of the Act within the institution during each financial year. For the Federal Economic Development Agency for Southern Ontario (FedDev Ontario), the President has been designated as the head of the institution by order in council.

This annual report describes how FedDev Ontario, in its second year of operation, administered its responsibilities under the *Privacy Act*.

## 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. 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 percent of Ontario's total population and 36 percent 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 Act rests with the Access to Information and Privacy (ATIP) Coordinator who reports to the Corporate Secretary of the Agency. The ATIP Coordinator oversees the implementation of the Act within FedDev Ontario, and ensures compliance with the legislation. One junior officer is also part of the ATIP office. The organizational chart of the ATIP office is found in Annex A.

The ATIP Coordinator is responsible for the development, coordination and implementation of effective policies, guidelines and procedures necessary to manage the Agency's compliance with the *Access to information Act* and the *Privacy Act*. The administration of the legislation at FedDev Ontario is also facilitated at the branch and regional office levels. Each organizational branch has a Liaison Officer (reporting to a Vice-President, Director General, etc.) who coordinates activities on the administrative processes and procedures of the Acts. The ATIP office, which is located in Ottawa's Regional office, responds to all formal requests submitted under the applicable Act.

## **DELEGATION OF AUTHORITY**

The current ATIP Delegation Order was approved by the President in June 2010, and provides full delegated authority to the Corporate Secretary and the ATIP Coordinator. The designation of the Corporate Secretary position is for purposes of providing strategic support and advice to the executive management of the Agency concerning ATIP issues, if and when required. For all daily ATIP activities and operations, the ATIP Coordinator exercises full responsibility. A copy of the ATIP Delegation Order is attached in Annex B.

## **STATISTICS**

FedDev Ontario has received and completed two requests from April 1, 2010 to March 31, 2011. A summarized statistical report on *Privacy Act* requests is attached in Annex C.

The two requests were completed within the legislated 30 days or less. In both cases, requesters were granted partial disclosure.

As noted in Annex C, exemptions under section 26 of the *Privacy Act* were invoked by FedDev Ontario. No exclusions were cited by the Agency.

### **Operational Costs to Administer the Act**

Total salary costs associated with the *Privacy Act* activities are estimated at \$31,829 for this period. Non-salary costs are estimated at \$1,451. The associated human resources for this period are fixed at 0.46 full-time employees.

### **EDUCATION AND TRAINING**

The ATIP Coordinator prepared and delivered six training/briefing sessions to 88 Agency staff at headquarters and three regional offices. The amount of Agency staff reached with these awareness sessions represents approximately 50 percent of the staffed positions at the time of training. Further training sessions will be provided in the next period as the Agency becomes fully staffed.

A one page guidance sheet on how to prepare ATIP recommendations was developed and posted on the Agency's intranet site in order to help officials when they are tasked with an ATIP request. The intranet site also specifies that ATIP training/briefing is always available upon request and provides the contact information. Informal guidance sessions were provided to address specific questions from employees and management within the Agency. The ATIP office has initiated the development of an internet ATIP page to be available through the FedDev Ontario website that should be implemented in the next reporting period.

### **INSTITUTIONAL POLICIES AND PROCEDURES**

FedDev Ontario has developed internal procedures and guidelines to ensure appropriate monitoring and reporting on privacy requests. These were developed to ensure compliance with Treasury Board Secretariat's policies and guidelines.

## **COMPLAINTS AND INVESTIGATIONS**

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)**

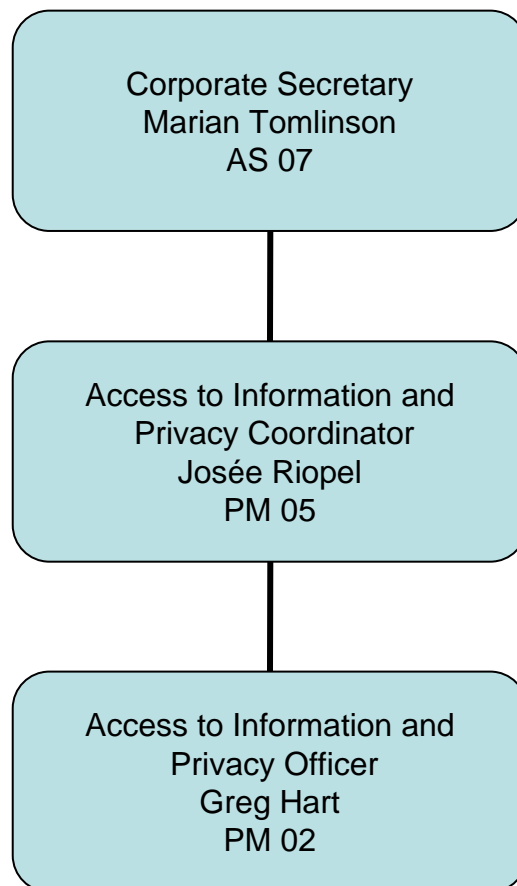
There were no disclosures pursuant to paragraph 8(2)(m) for the April 1, 2010 to March 31, 2011 period.



## **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 – Delegation Order**

Federal Economic Development Agency for Southern Ontario /  
Agence fédérale de développement économique pour le Sud de  
l'Ontario

***Access to Information Act and Privacy Act Delegation Order***

***Arrêté sur la délégation en vertu de la Loi sur l'accès à  
l'information et de la Loi sur protection des renseignements  
personnels***

The President of the Federal Economic Development Agency for Southern Ontario, pursuant to section 73 of the *Access to Information Act* and the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers and functions of the President as the head of a government institution, under the section of the Acts set out in the schedule opposite each position. This Delegation Order supersedes all previous Delegation Orders.

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et la *Loi sur la protection des renseignements personnels*, le Président de l'Agence fédérale de développement économique pour le Sud de l'Ontario délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire les-dits postes, les attributions dont il est, en qualité de responsable d'une institution fédérale, investie par les articles des lois mentionnées en regard de chaque poste. Le présent décret de délégation remplace et annule tout décret antérieur.

**Schedule / Annexe**

Position / Poste	<i>Access to Information Act</i> and Regulations / Loi sur l'accès à l'information et règlements	<i>Privacy Act</i> and Regulations / <i>Loi sur la protection des renseignements personnels</i> et règlements
Corporate secretary / Secrétaire générale	Full authority / Autorité absolue	Full authority / Autorité absolue

and

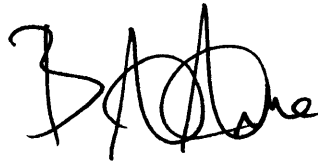
Access to Information and  
Privacy Coordinator,  
Corporate Secretariat /  
Coordonnateur de l'accès à  
l'information et de la  
protection des  
renseignements personnels,  
Secrétariat ministériel

Full authority / Autorité  
absolue

Full authority / Autorité  
absolue

Dated, at the City of Kitchener  
this 22 day of June, 2010

Daté, en la ville Kitchener  
ce            jour de            2010

A handwritten signature in black ink, appearing to read 'B.A. Archibald', with a stylized flourish at the end.

B.A. (Bruce) Archibald, Ph.D., President  
Federal Economic Development Agency for Southern Ontario

B.A. (Bruce) Archibald, Ph. D., Président  
Agence fédérale de développement économique pour le Sud de l'Ontario

## **ANNEX C – 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, 2010 to March 31, 2011
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<b>I</b>	<b>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	2
	Outstanding from previous period / En suspens depuis la période antérieure	0
	<b>TOTAL</b>	<b>2</b>
	Completed during reporting period / Traitées pendant la période visées par le rapport	2
	Carried forward / Reportées	0

<b>II</b>	<b>Disposition of request completed / Disposition à l'égard des demandes traitées</b>	
1.	All disclosed / Communication totale	0
2.	Disclosed in part / Communication partielle	2
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>	<b>2</b>

<b>III</b>	<b>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	2
	S. Art. 27	0
	S. Art. 28	0

<b>IV</b>	<b>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</b>	<b>Completion time / Délai de traitement</b>	
	30 days or under / 30 jours ou moins	2
	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</b>	<b>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
	Consultation	0
	Translation / Traduction	0
	<b>TOTAL</b>	<b>0</b>

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

<b>VIII</b>	<b>Method of access / Méthode de consultation</b>	
	Copies given / Copies de l'original	2
	Examination / Examen de l'original	0
	Copies and examination / Copies et examen	0

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

<b>X</b>	<b>Costs / Coûts</b>	
	Financial (all reasons) / Financiers (raisons)	
	Salary / Traitement	\$ 31,829
	Administration (O and M) / Administration (fonctionnement et maintien)	\$ 1,451
	<b>TOTAL</b>	<b>\$ 33,280</b>
	Person year utilization (all reasons) / Années-personnes utilisées (raisons)	
	Person year (decimal format) / Années-personnes (nombre décimal)	0.46

