



ANNUAL REPORT TO PARLIAMENT

PRIVACY ACT

**Federal Economic Development Agency
For Southern Ontario**

April 1, 2012 to March 31, 2013



This publication is available upon request in accessible formats.

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Annual Report to Parliament

Privacy Act

**Federal Economic Development Agency for
Southern Ontario**

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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 Act 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 or her information.

Section 72 of the 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 fourth year of operation, administered its responsibilities under the Act.

ABOUT THE ORGANIZATION

Raison d’être

As Canada's most populous region—home to more than 12 million residents living in 288 communities—southern Ontario is a key contributor to the Canadian economy. The Government of Canada created FedDev Ontario in 2009 to help the region mitigate and overcome regional and global economic challenges. To fulfill its mandate, FedDev Ontario supports technological innovation, business development, and community economic development in southern Ontario by connecting and supporting partners and stakeholders across the region, and responding to emerging opportunities and challenges. The Agency directs resources toward activities with the greatest impact to address community and business needs, and as a means of propelling the southern Ontario economy forward to a position of strength and prosperity, both in Canada and on the global stage.

Responsibilities

FedDev Ontario is responsible for positioning southern Ontario as a key factor in building a stronger Canadian economy.

Scope of Operations

FedDev Ontario is headquartered in Kitchener and has offices throughout southern Ontario to support program delivery. Its mandate covers southern Ontario which includes 37 Statistics Canada census divisions. According to Statistics Canada's annual population estimates for 2011, this area has a population of over 12 million, representing 93.5 percent of Ontario's total population and 35.9 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 (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 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 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 or director general) 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 the purpose 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 received and completed three requests from April 1, 2012 to March 31, 2013. A detailed statistical report on privacy requests is attached in Annex C.

The three requests were completed within the legislated 30 days or less. In two instances, requesters were granted partial disclosure and in one instance, no records existed.

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

Operational Costs to Administer the *Privacy Act*

Annex C reflects the cost for the ATIP office only. Non-salary costs are estimated at \$3,272, salary-related costs are estimated at \$13,265, and full-time employees utilized are estimated at 0.19.

Including both the ATIP office and Agency officials for this period, the total salary costs associated with the Act activities are estimated at \$13,456, and the associated human resources are estimated at 0.19 full-time employees.

EDUCATION AND TRAINING

The Agency did not deliver privacy specific training during the reporting period. The ATIP Coordinator coached employees involved in processing two of the three privacy requests received.

Procedural information for processing privacy requests is posted on the Agency's wiki.

INSTITUTIONAL POLICIES AND PROCEDURES

An internet ATIP page is available on the FedDev Ontario website. The site contains general information for the public, points of contact, and links to other key departments and agencies.

FedDev Ontario's internal procedures are reviewed periodically to maintain compliance with Treasury Board Secretariat's policies and guidelines.

COMPLAINTS AND INVESTIGATIONS

There were no complaints received concerning the administration of the Act, and no difficulties were encountered in the administration of the 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.

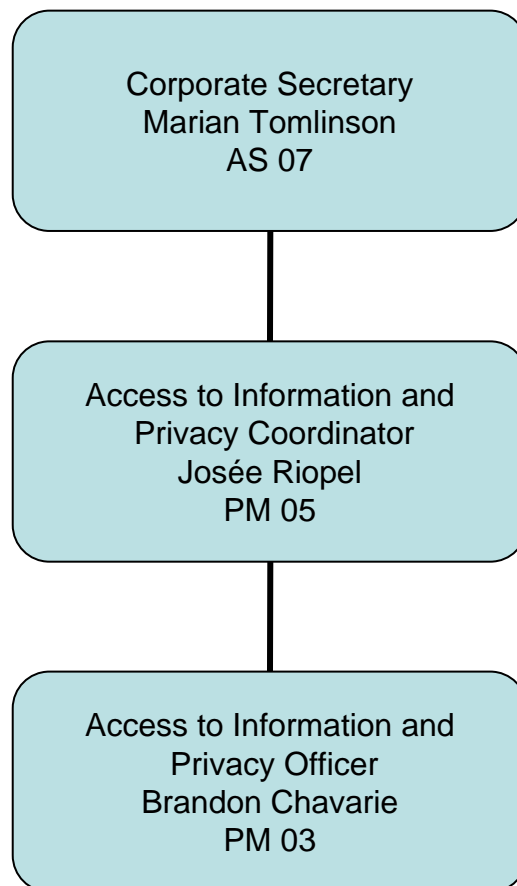
DISCLOSURE PURSUANT TO PARAGRAPH 8(2)(m)

There were no disclosures pursuant to paragraph 8(2)(m) for the period April 1, 2012 to March 31, 2013.

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

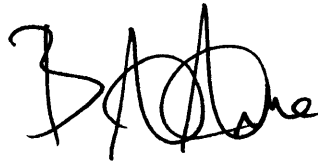
Access to Information and
Privacy Coordinator,
Corporate Secretariat /
Coordonnateur de l'accès à
l'information et de la
protection des
renseignements personnels,
Secrétariat ministériel

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



Statistical Report on the *Privacy Act*

Name of institution: Federal Economic Development Agency for Southern Ontario

Reporting period: 2012-04-01 to 2013-03-31

PART 1 – Requests under the *Privacy Act*

	Number of Requests
Received during reporting period	3
Outstanding from previous reporting period	0
Total	3
Closed during reporting period	3
Carried over to next reporting period	0

PART 2 – Requests closed during the reporting period

2.1 Disposition and completion time

Disposition of requests	Completion Time							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	1	1	0	0	0	0	2
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	0	0	0	0	0	0	1
Request abandoned	0	0	0	0	0	0	0	0
Total	1	1	1	0	0	0	0	3

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	0	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	2
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	28	0
21	0	22.3	0		

2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
69(1)(a)	0	70(1)(a)	0	70(1)(d)	0
69(1)(b)	0	70(1)(b)	0	70(1)(e)	0
69.1	0	70(1)(c)	0	70(1)(f)	0
				70.1	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	0	0	0
Disclosed in part	2	0	0
Total	2	0	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	0	0	0
Disclosed in part	337	186	2
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	1	7	1	179	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	0	0	0	0	0	0	0	0	0	0
Total	1	7	1	179	0	0	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	1	0	0	0	1
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	1	0	0	0	1

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
0	0	0	0	0

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

PART 3 – Disclosures under subsection 8(2)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Total
0	0	0

PART 4 – Requests for correction of personal information and notations

	Number
Requests for correction received	0
Requests for correction accepted	0
Requests for correction refused	0
Notations attached	0

PART 5 – Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation or conversion
		Section 70	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	1	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	0	1	0

5.2 Length of extensions

Length of extensions	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation purposes
		Section 70	Other	
1 to 15 days	0	0	0	0
16 to 30 days	0	0	1	0
Total	0	0	1	0

PART 6 – Consultations received from other institutions and organizations

6.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Pending at the end of the reporting period	0	0	0	0

6.2 Recommendations and completion time for consultations received from other government institutions

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

PART 7 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	0	0

PART 8 – Resources related to the *Privacy Act*

8.1 Costs

Expenditures		Amount
Salaries		\$13,265
Overtime		\$0
Goods and Services		\$3,272
• Contracts for privacy impact assessments	\$0	
• Professional services contracts	\$794	
• Other	\$2,478	
Total		\$16,537

8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	0.00	0.19	0.19
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.00	0.00
Students	0.00	0.00	0.00
Total	0.00	0.19	0.19