



Western Economic
Diversification Canada

Diversification de l'économie
de l'Ouest Canada



Annual Report to Parliament 2013-2014

Administration of the
Privacy Act



Canada

PREFACE

As the federal economic development department for Western Canada, Western Economic Diversification Canada (WD) develops and supports economic policies, programs and activities that promote economic growth and assists Western Canada in responding to the economic challenges and opportunities it faces.

With offices in each western province and its headquarters in Edmonton, WD provides a strong federal presence in the economic development of the West. Its western base has enabled the department to develop an understanding of Western Canada and foster extensive partnerships with business and community organizations, research and academic institutions, as well as provincial and municipal governments.

These connections enable the department to identify and support economic opportunities in the West and to leverage its investments to benefit the western Canadian economy. WD communicates western perspectives to national economic policy and program decision-makers, working within the federal system to ensure that western interests and perspectives are considered in federal decision making.

WD focuses its activities in three program areas:

- **Business Development and Innovation**: WD helps small and medium-sized enterprises (SME) develop and grow, create jobs, expand their markets, increase their exports and become more innovative and productive. The department assists SMEs with international business engagement and works to attract investment to the region, as well as assist western Canadian SMEs to access opportunities linked to government procurement. Further, WD promotes the development and growth of the knowledge-based economy by building innovation capacity and supporting the commercialization of new knowledge-based products, processes and services.
- **Community Economic Growth**: WD helps communities sustain their local economies and adjust to changing economic circumstances through departmental programs and by delivering national initiatives on behalf of the Government of Canada in Western Canada. WD also supports community-based organizations that provide western entrepreneurs with the information, training and loans they need to start and grow their businesses.
- **Policy, Advocacy and Coordination**: WD identifies opportunities to strengthen the western Canadian economy and coordinate economic development activities, policies and programs across the West. WD works to build strategic relationships with key decision makers across Canada and works with western Canadian industry on defence-related procurement opportunities.

Over the past year, as a result of broad-based engagement across Western Canada, the department has developed a strategic agenda to help create jobs and economic growth in the region, focusing on the priorities of: Innovation; Defence Procurement; Trade and Investment; Aboriginal Economic Development; and Skills Development and Training.

WD also delivers national initiatives on behalf of the Government of Canada in Western Canada. These have included the Community Infrastructure Improvement Fund to upgrade and expand western Canadian infrastructure, the Economic Development Initiative aimed at supporting businesses and economic development in western Canadian Francophone communities, as well as programs within the Economic Action Plan. WD's flexibility and ability to implement programs such as these enables it to respond quickly to the priorities and needs of the West.

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INTRODUCTION

The *Privacy Act* extends the present laws of Canada that protect the privacy of individuals and provide individuals with a right of access to personal information about themselves. It also protects the privacy of individuals by denying third parties access to personal information relating to them and enabling them to exercise strict control over the collection, disclosure and use of such information. Necessary exceptions should be limited and specific.

A department of the Government of Canada, Western Economic Diversification Canada (WD) was established in 1987 under the provisions of the *Western Economic Diversification Act*, and mandated to promote the development and diversification of the economy of Western Canada and to advance the interests of the West in national economic policy, program and project development and implementation. This broad mandate allows the department to implement tailored programs and initiatives to assist western Canadians to create strong, competitive and innovative businesses and communities.

WD is committed to both the spirit and the intent of the *Privacy Act* (hereinafter referred to as the “Act”), which is based on the principles of open government, and to ensuring the privacy of individuals with respect to their personal information held by the department.

This report describes how the department administered the Act during fiscal year 2013-2014, and fulfills the requirements under Section 72 that every government institution must prepare an annual report on the administration of this Act each fiscal year and ensure it is tabled in the House of Commons and the Senate.

WD will publish its Annual Report to Parliament on its public website (www.wd-deo.gc.ca) once it has been tabled in the House of Commons and Senate.

ADMINISTRATION OF THE ACT

Access to Information and Privacy Unit

Western Economic Diversification Canada's (WD) Access to Information and Privacy (ATIP) Unit is located in Edmonton, Alberta. The unit oversees the administration of the Act, and is part of the Finance and Corporate Management Directorate. The ATIP Coordinator (Executive Director, Finance and Corporate Management) is supported by the Deputy Access to Information and Privacy Coordinator (Manager, Corporate Administration), and one full-time ATIP Officer.

These individuals are accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures to ensure the Minister's responsibilities under the Act are met, and to enable the monitoring and timely processing and proper disclosure of information to our clients.

The primary responsibilities of WD's ATIP Unit include:

- processing requests in accordance with the *Privacy Act*;
- responding to consultations submitted by other federal institutions on WD records being considered for release;
- developing and maintaining privacy policies, procedures and guidelines to ensure the Act is respected by staff;
- promoting awareness of the Act within the department to ensure staff is aware of the obligations imposed by the legislation;
- preparing annual reports to Parliament and other statutory requirements, such as annual statistical reports and the department's Info Source chapter, as well as any material that may be required by central agencies;
- representing WD in dealings with the Treasury Board of Canada Secretariat (TBS), the Privacy Commissioner of Canada and other federal organisations regarding the application of the Act as it relates to WD;
- monitoring compliance with the Act, its regulations as well as relevant procedures and policies; and
- providing ongoing advice and guidance to senior management and staff on information management and privacy legislation.

Wherever possible, the ATIP Unit will coordinate records retrieval with the subject experts only depending on the nature of the request. In the event the subject experts are unknown, Regional ATIP Liaison Officers (RALOs) will contact and identify the appropriate subject experts, coordinate retrieval of records responding to personal information requests, and liaise between the ATIP Unit and regional staff concerning enquiries. RALOs are located in each of WD's regional offices and corporate business units.

Requests for personal information, if received, are monitored closely by the ATIP Unit. No additional reporting or monitoring is conducted by other departmental officials due to the confidential nature of these requests.

Delegation of Authority

In accordance with section 73 of the *Privacy Act*, the Honourable Rona Ambrose, Minister of Health and Minister of Western Economic Diversification delegated her full powers, authorities and responsibilities to the Executive Director, Finance and Corporate Management (ATIP Coordinator) and Manager, Corporate Administration (Deputy ATIP Coordinator). The delegation order issued on September 30, 2013, is attached in Annex A.

Departmental Policies and Procedures

There were no changes made to WD's Privacy Protection policy suite, including the Privacy Protection Procedures Manual, during the 2013-2014 fiscal year as a result of changes in TBS policies or directives, or changes as result of issues raised by the Office of the Privacy Commissioner.

Adjustments were made to forms used by Human Resources to include appropriate privacy notices as a result of an audit on the protection of personal information conducted by the Office of the Comptroller General of Canada.

Education, Training and Awareness

Staff training and awareness activities include:

- The ATIP Coordinator, Deputy ATIP Coordinator and ATIP Officer provide ongoing advice on privacy issues to RALOs and staff to increase awareness of the Act, including guidance on how the department processes requests for personal information and Privacy Impact Assessments (PIA).
- A Privacy Awareness and Information Security presentation was made to WD's Executive Committee on April 3, 2013, including an overview of the *Privacy Act*, employee responsibilities for protecting personal information, WD's mitigation measures for protecting personal information, and document handling (specifically pertaining to personal information). It also included information on departmental policies and procedures established for the protection of privacy, privacy breaches, privacy impact assessments and security incidents.
- An Access to Information and Privacy Awareness Session was conducted on November 4, 2013, for departmental officials. In total, 37 project officers and managers attended the session.

Classification Level	# of Participants
CO-01	5
CO-02	21
CO-03	5
EC-06	3
EX-01	1
EX-02	2

- A training session was conducted on March 20, 2014, for recently appointed Regional ATIP Liaison Officers (RALOs) to discuss the processes utilized by the department when requests for personal information are received. Five RALOs and two back-ups participated in the meeting.

Classification Level	# of Participants	Classification Level	# of Participants
AS-03	1	CR-04	1
CO-01	1	FI-02	1
CO-03	2	FI-03	1

- Access and privacy tips, entitled "*The ATIP Eye*", are sent to WD staff via e-mail notices and posted on the department's intranet site. The tips provide information updates and advice on frequently asked

questions, specific exemptions, or areas where the department might improve on its obligations under the Act. In 2013–2014, topics included:

- Access and Privacy Policy Suite
- ATIP Learning Opportunities
- WD promoted Data Privacy Day (January 28, 2014) via email to all staff as a news bulletin on the department's intranet site.
- The department maintains an Access to Information and Privacy presence on its intranet site that includes policies, procedures, training and awareness presentations, relevant links to useful sites related to access and privacy, and contact information, as well as *"The ATIP Eye"* tips.

The Deputy ATIP Coordinator and ATIP Officer attended the Access and Privacy Conference held in Edmonton in June 2013. The Deputy ATIP Coordinator attended the TBS ATIP Coordinators and Practitioners meetings in September 2013. The ATIP Officer participated via teleconference in the November 2013 TBS meetings, which included learning about privacy breaches and institutional privacy action plans, and participated in the Privacy Impact Assessment session lead by the Office of the Privacy Commissioner.

Info Source

WD made minimal changes to its 2013 Info Source chapter which is now published on the department's public website (<http://www.wd.gc.ca/eng/14990.asp>).

The department did not submit any new Personal Information Banks (PIB) to TBS in 2013-2014.

TRENDS AND STATISTICAL OVERVIEW

Highlights, Challenges and Trends

- Western Economic Diversification Canada's (WD) historically has a very small caseload pertaining to requests for access to personal information and, therefore, no multi-year trends have been identified.
- WD participated in the "*Horizontal Internal Audit on Protection of Personal Information in Small Departments*" conducted by the Office of the Comptroller General of Canada.
- WD promoted Data Privacy Day (January 28, 2014) via email to all staff as a news bulletin on the department's intranet site.

Statistical Overview

The following information provides additional context to the statistical details found in WD's 2013-2014 statistical report (Annex B – "Statistical Report on the *Privacy Act*").

A. Personal Information Requests Received Pursuant to the *Privacy Act*

WD did not receive any requests for access to personal information under to the *Privacy Act* in 2013-2014. The department has not historically received many requests for personal information. As a result, no exemptions or exclusions were applied.

B. Permissible Disclosure of Personal Information

Personal information collected by WD in the course of its programs and activities is being disclosed only for the purpose for which it was collected, in accordance with paragraph 8(2)(a) of the *Privacy Act*.

WD did not disclose personal information for any other purposes as outlined in paragraph 8(2)(m) during the 2013-2014 reporting period.

C. Complaints, Audits and Investigations

WD received no complaints pursuant to the *Privacy Act* in 2013-2014, and there were no appeals or applications submitted to the Federal Court.

In 2013, the Office of the Comptroller General (OCG) undertook an audit of eight small departments to assess compliance with the *Policy on Privacy Protection* and related directives. This audit included the collective suite of management processes that are in place to support departments in their efforts to comply with the policy and related directives. WD was the only regional development agency included in the "*Horizontal Internal Audit on Protection of Personal Information in Small Departments*". The audit identified seven recommendations, of which only one applied to WD.

As a result, WD reviewed its Human Resources forms to ensure that privacy notices were included on forms which collected personal information. This concern was addressed immediately and actions completed in October 2013.

D. Privacy Impact Assessments

WD completed one Privacy Impact Assessment (PIA) in 2013–2014. The PIA was forwarded to the Office of the Privacy Commissioner of Canada and the Treasury Board Secretariat in early January 2014. The PIA summary has been posted on WD's public website (<http://www.wd.gc.ca/eng/18407.asp>).

- Western Diversification Program (WDP) / Western Innovation (WINN) Initiative – a PIA was completed to review the privacy risks associated with the collection of personal information under current or past grants and contributions programs.

Several sub-programs or initiatives utilize the WDP terms and conditions, including WINN which is a new initiative launched by the department in late October 2013. In the process of reviewing funding applications submitted by for-profit organizations, it may be possible that WD undertake personal credit checks when deemed appropriate. This possibly would necessitate the collection of additional personal information that WD has not collected under the WDP or any of its previous sub-programs or initiatives.

The department determined that only minor adjustments in its administrative processes were required to mitigate against any privacy concerns, and the appropriate actions were taken.

Although this collection of personal information is new for the WDP, the potential collection of the information required for personal credits checks was identified in WD's Personal Information Bank (PIB) WD PSE 055 – Grants and Contributions (G&Cs) Program, and no revision or new PIB was required.

E. Privacy Breaches

One privacy breach was reported in fiscal year 2013-2014.

- A briefcase was stolen, which included a personal notebook containing very limited personal information of three WD employees pertaining to performance reviews.

The Deputy ATIP Coordinator/Departmental Security Officer met with the employee to assess the theft, catalogue information and assets stolen, and the associated risks with the loss. A Security Incident Report was filed, and the individuals affected were immediately notified of the breach.

The breach was reported to the Office of the Privacy Commissioner of Canada.

F. Operational Costs Associated with Administering the Act

WD's cost for administering the *Privacy Act* in the ATIP Unit including the ATIP Unit salary costs, including a portion of the ATIP Coordinator's and Deputy ATIP Coordinator's salaries, and 5 percent of the ATIP Officer's salary (a total of .11 FTE/year). There were no costs pertaining to goods and services, including professional services contracts.

The salary costs are a best estimate of the time spent providing general advice and guidance to staff on privacy issues, a Privacy Impact Assessment, and the privacy breach.

Also included below, are additional departmental costs for translation of privacy-related awareness products, which are not included in the TBS annual statistical report (see Annex B).

ATIP Unit Salaries	\$10,095
Goods and Services	\$0
Total ATIP Unit Costs	\$10,095
Additional salary-related costs	\$135
Professional services contracts - translation	\$703
TOTAL DEPARTMENTAL COSTS	\$10,933

ANNEX A



Western Economic
Diversification Canada

Diversification de l'économie
de l'Ouest Canada

**DELEGATION OF POWERS, DUTIES OR FUNCTIONS UNDER THE
ACCESS TO INFORMATION ACT AND PRIVACY ACT**

**DÉLÉGATION DE POUVOIRS, D'ATTRIBUTIONS OU DE FONCTIONS EN VERTU DE LA
LOI SUR L'ACCÈS À L'INFORMATION ET DE LA
LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS**

I, Rona Ambrose, Minister of Health and Minister of Western Economic Diversification, pursuant to section 73 of the *Access to Information Act* and *Privacy Act*, hereby designate the persons holding the positions set out in the Delegation of Authority Schedule attached hereto, to exercise the powers, duties and functions of the Minister as the head of Western Economic Diversification Canada, under the provisions of the Acts and related regulations set out in the schedule opposite each position.

This designation replaces all previous delegation orders.

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*, je, Rona Ambrose, ministre de la Santé et ministre de la Diversification de l'économie de l'Ouest, délègue aux titulaires des postes mentionnés à l'annexe ci-après, les pouvoirs, les attributions et les fonctions dont le ministre est, en qualité de responsable de la Diversification de l'économie de l'Ouest canadien, investi par les dispositions de la *Loi* ou de son règlement mentionnées en regard de chaque poste.

Le présent document remplace et annule tout arrêté antérieur.

Dated, at the City of Ottawa this 30 day of Sept, 2013

Signé à Ottawa, le 30 jour de sept 2013

THE HONOURABLE RONA AMBROSE /
L'HONORABLE RONA AMBROSE

MINISTER OF HEALTH /
MINISTER OF WESTERN ECONOMIC DIVERSIFICATION

MINISTRE DE LA SANTÉ /
MINISTRE DE LA DIVERSIFICATION DE L'ÉCONOMIE DE L'OUEST

Canada

Delegation of Authority Schedule / Annexe de l'arrêté sur la délégation

<i>Privacy Act / Loi sur la protection des renseignements personnels</i>		
Provision / Disposition	Description	Title of Positions / Titre des postes
8(2)(j)	Disclosure for research or statistical purposes Communication pour des travaux de recherche ou de statistique	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
8(2)(m)	Disclosure in the public interest or in the interest of the individual Communication dans l'intérêt public ou de l'individu	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
8(4)	Copies of requests under paragraph 8(2)(e) Copies des demandes en vertu de 8(2)e)	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
8(5)	Notice of disclosure under 8(2)(m) Avis de communication en vertu de l'alinéa 8(2)m)	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
9(1)	Record of disclosures Relevé des cas d'usage	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
9(4)	Consistent uses Usages compatibles	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
10	Personal information banks Fichiers de renseignements personnels	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
14(a)	Notice where access requested Notification de l'auteur de la demande	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée ATIP Officer / Agente de l'AIPRP

Provision / Disposition	Description	Title of Positions / Titre des postes
14(b)	Giving access to the record Communication du document	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
15	Extension of time limits Prorogation du délai	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
17(2)(b)	Language of access Version de la communication	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
17(3)(b)	Access in an alternative format Communication sur format alternatif	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée

**Exemption Provisions of the *Privacy Act* /
 Disposition d'exception de la *Loi sur la protection des renseignements personnels***

Provision / Disposition	Description	Title of Positions / Titre des postes
18(2)	Exemption banks Fichiers inconsultables	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
19	Information obtained in confidence Renseignements obtenus à titre confidentiel	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
20	Federal-provincial affairs Affaires fédérales-provinciales	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
21	International affairs and defence Affaires internationales et défense	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée

Provision / Disposition	Description	Title of Positions / Titre des postes
22	Law enforcement and investigations Application de la loi et enquêtes	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
22.3	<i>Public Servants Disclosure Protection Act</i> <i>Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles</i>	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
23	Security clearances Enquêtes de sécurité	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
24	Individuals sentenced for an offence Individus condamnés pour une infraction	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
25	Safety of individuals Sécurité des individus	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
26	Information about another individual Renseignements concernant un autre individu	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
27	Solicitor-client privilege Secret professionnel des avocats	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
28	Medical records Dossiers médicaux	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée

Other Provisions of the <i>Privacy Act</i> / <i>Autres dispositions de la Loi sur la protection des renseignements personnels</i>		
Provision / Disposition	Description	Title of Positions / Titre des postes
33(2)	Right to make representation Droit de présenter des observations	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
35(1)	Notice of actions to implement recommendations of Privacy Commissioner Avis des mesures pour la mise en œuvre des recommandations du Commissaire	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
35(4)	Access to be given to complainant Communication accordée au plaignant	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
36(3)(b)	Notice of actions to implement recommendations of Commissioner concerning exempt banks Avis des mesures pour la mise en œuvre des recommandations du Commissaire au sujet des fichiers inconsultables	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
51(2)(b), 51(3)	Special rules for hearings Règles spéciales pour les auditions	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
72	Annual report to Parliament Rapport annuel au Parlement	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée

<i>Privacy Regulations</i> / <i>Règlement sur la protection des renseignements personnels</i>		
Provision / Disposition	Description	Title of Positions / Titre des postes
7	Retention of personal information requested under paragraph 8(2)(e) Conservation des renseignements personnels demandés en vertu de l'alinéa 8(2)e)	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée

Provision / Disposition	Description	Title of Positions / Titre des postes
9	Examination of information Consultation sur place	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
11(2)(4)	Notification concerning corrections Avis concernant les corrections	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
13(1)	Disclosure of personal information relating to physical and mental health Communication des renseignements personnels concernant l'état physique ou mental	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
14	Examination in presence of medical practitioner or psychologist Consultation en présence d'un médecin ou d'un psychologue	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée

ANNEX B



Government
of Canada

Gouvernement
du Canada

Statistical Report on the *Privacy Act*

Name of institution: Western Economic Diversification Canada

Reporting period: 4/1/2013 to 3/31/2014

PART 1 – Requests under the *Privacy Act*

	Number of Requests
Received during reporting period	0
Outstanding from previous reporting period	0
Total	0
Closed during reporting period	0
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	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

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	0
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	0	0	0
Total	0	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	0	0	0
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	0	0	0	0	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	0	0	0	0	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	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	0	0	0	0	0

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	0	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	0	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	0	0
Total	0	0	0	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	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	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		\$10,095
Overtime		\$0
Goods and Services		\$0
• Contracts for privacy impact assessments	\$0	
• Professional services contracts	\$0	
• Other	\$0	
Total		\$10,095

8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	0.11	0.00	0.11
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	0.11	0.00	0.11

Appendix A											
Completed Privacy Impact Assessments (PIAs)											
Institution						Number of Completed PIAs					
Western Economic Diversification Canada						1					

Completion Time of Consultations on Cabinet Confidences under the PA - Requests with Legal Services

Number of Days	Fewer Than 100		101–500		501–1,000		1,001–5,000		More Than 5,000	
	Pages Processed		Pages Processed		Pages Processed		Pages Processed		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
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Completion Time of Consultations on Cabinet Confidences under the PA - Requests with Privy Council Office

Number of Days	Fewer Than 100		101–500		501–1,000		1,001–5,000		More Than 5,000	
	Pages Processed		Pages Processed		Pages Processed		Pages Processed		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
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0