

Canadian Patrimoine Heritage canadien Canadä



Privacy Act

Annual Report 2007-2008



The Right to Know!

This publication is available upon request in alternative formats.

This publication is available in PDF and HTML formats on the Internet at http://www.pch.gc.ca/pc-ch/publctn/index-eng.cfm

©Her Majesty the Queen in Right of Canada, (2008). Catalogue No. CH1-1/2-2008E-PDF ISBN : 978-1-100-13384-3

TABLE OF CONTENTS

INTRODUCTION	1
Statistical Report - Privacy Act Requests	2
INTERPRETATION OF THE STATISTICAL REPORT PRIVACY ACT REQUESTS	2
Time Limitations Costs	2 2
FORMAL/INFORMAL INTERFACE	3
COMPLAINTS/INVESTIGATIONS	3
EXEMPT BANKS	3
ADMINISTRATIVE PRACTICES	3
Delegation of Authority Procedures Reading Room Briefing Sessions/Information Pamphlet/Website Preliminary Privacy Impact Assessments and Privacy Impact Assessments Disclosure of personal information made under 8(2) of the <i>Privacy Act</i> Data Matching Activities Personal Information Banks/Classes of personal information Privacy Working Group	3 3 4 4 5 5 5 5 5

APPENDIX A	STATISTICAL REPORT
	PRIVACY ACT REQUESTS
	(April 1, 2007 to March 31, 2008)

APPENDIX B	DELEGATION ORDER	
	CANADIAN HERITAGE	

PRIVACY ACT

ANNUAL REPORT (April 1, 2007 to March 31, 2008)

INTRODUCTION

The information contained in this report pertains to the administration of the *Privacy Act* within the Department of Canadian Heritage.

The Department of Canadian Heritage is responsible for policies and programs relating to arts, culture, heritage, broadcasting, Canadian identity, multiculturalism, official languages, aboriginal culture and languages, youth, citizens' participation and sports. More specifically, areas of responsibility include:

- developing Canadian cultural and broadcasting policies; assisting cultural industries and arts and heritage organizations; and encouraging the creation, production, distribution, consumption and preservation of cultural and heritage goods and services;
- fostering Canadians' collective sense of self and promoting civic participation among all members of Canadian society;
- promoting a greater understanding of human rights;
- managing programs and initiatives related to the multicultural character of Canadian society;
- encouraging and developing sports; and
- advancing the equality of status and use of the official languages, and supporting the development of official-language minority communities.

Four (4) ministers with responsibilities related to Canadian Heritage have been appointed within the portfolio of the Minister of Canadian Heritage and Status of Women. They are the Minister of Canadian Heritage, Status of Women and Official Languages and Minister for La Francophonie, the Minister of Foreign Affairs and International Trade and Minister for the Pacific Gateway and the Vancouver-Whistler Olympics, the Secretary of State for Foreign Affairs and International Trade for Multiculturalism and Canadian Identity.

Regional operations are the responsibility of five regional offices (Atlantic, Quebec, Ontario, Prairies and Northern and Western).

The responsibility for the administration of the *Privacy Act* lies within the departmental Corporate Secretary's office. The Access to Information and Privacy Secretariat coordinates all activities related to the legislation within the Department both at headquarters and in the regions.

The following report presents an overview of activities carried out within the Department during the reporting period of April 1, 2007 to March 31, 2008.

Statistical Report - Privacy Act Requests

The appended report (Appendix A) contains detailed statistics on the information requests processed under the *Privacy Act*.

INTERPRETATION OF THE STATISTICAL REPORT PRIVACY ACT REQUESTS

Between April 1, 2007 and March 31, 2008, thirteen (13) formal information requests were received under the *Privacy Act*. One request was carried forward from the previous reporting period. Twelve (12) of these requests were completed during the reporting period under review. Two (2) requests were carried forward as they were received at the end of the reporting period.

Nine (9) requests resulted in the partial disclosure of the records. The information that was exempted from disclosure was personal information pertaining to other individuals.

The three (3) requests that were included in the "unable to process" category concerned records that did not exist.

Time Limitations

During fiscal year 2007-2008, all requests were processed within the initial 30-day period.

Costs

The costs reported in the statistical report include not only those costs incurred for the processing of information requests, but also those incurred for activities related to the administration of the Act such as the presentation of briefing sessions and the development of policies and procedures.

FORMAL/INFORMAL INTERFACE

The Department continues to provide the public with information on an informal basis. Information is provided only when the Department is satisfied that the information requested concerns the individual requesting it or where at least one of the conditions outlined in subsection 8(2) of the Act is met.

COMPLAINTS/INVESTIGATIONS

No complaints were filed by applicants with the Office of the Privacy Commissioner of Canada during the reporting period under review.

EXEMPT BANKS

The Department maintains no exempt banks.

ADMINISTRATIVE PRACTICES

Delegation of Authority

Decision-making responsibility for the application of the various provisions of the *Privacy Act* is fully delegated to the Departmental Privacy Coordinator.

Procedures

The Access to Information and Privacy Secretariat acts as a central coordinating point for the processing of information requests received under the *Privacy Act*. As such, the Secretariat maintains data banks and keeps statistical records on requests processed. Requests are received by the Secretariat and forwarded to the appropriate Program for retrieval of the requested records. Program officials retrieve the records and prepare preliminary recommendations concerning their disclosure. These recommendations are reviewed by the Secretariat. The Secretariat assesses the application of the Act and prepares the records for disclosure.

Reading Room

To encourage the public to use existing channels for obtaining departmental information and in response to the requirements of the Act, a "Reading Room" is maintained within the Departmental Library. The content of the reading room is reviewed and updated on a regular basis. The Reading Room contains publications to assist applicants to identify departmental records (e.g. <u>InfoSource</u>, Departmental File Classification Manuals, etc.) and facilitate the formulation of requests. Copies of <u>InfoSource</u> and of departmental manuals are also available for consultation in departmental regional offices.

Briefing Sessions/Information Pamphlet/Website

To ensure that all employees of the Department are aware of the legislation, an Employee Orientation Session is given periodically. These briefing sessions provide basic information on the provisions of the *Privacy Act*.

In 2007-2008, seventeen (17) information sessions on the *Privacy Act* were given to departmental employees in the National Capital Region. As well, two (2) information sessions were held in the Saskatoon and Yellowknife regional offices. In total, two hundred and forty-seven (247) employees attended these sessions.

An information pamphlet is available to employees of the Department, providing them with an overview of the *Privacy Act* so that they have a general understanding of this Act, the impact that it has on the Department and on their responsibilities with respect to the creation and conservation of departmental records. This pamphlet also describes the policies and procedures that promote efficiency and effectiveness in the collection, use and dissemination of information.

The Access to Information and Privacy Secretariat's website resides on the Department's intranet site. The website describes the ATIP Secretariat's roles and responsibilities and provides information on the *Privacy Act* and related departmental policies and procedures. The site is continuously being updated and new tools are added.

Preliminary Privacy Impact Assessments and Privacy Impact Assessments

There were no Preliminary Privacy Impact Assessments initiated during the reporting period under review. None were carried forward from the previous year.

Two (2) new Privacy Impact Assessments were initiated during the reporting period under review. They concern the Young Canada Works and the Chinese Head Tax Programs. They are still ongoing. A review of previous Privacy Impact Assessments is underway to ensure that summaries are prepared and published on the Departmental Website. These assessments concerned the Culture ca and Culture scope web sites and the Canadian Heritage Information Network Agora and Knowledge Exchange websites.

Disclosure of personal information pursuant to 8(2) of the *Privacy Act*

There were no disclosures of personal information made during the reporting period under review.

Data Matching Activities

There were no data matching activities during the reporting period under review.

Personal Information Banks / Classes of Personal Information

An extensive review has been initiated of all personal information databases held by the Department to ensure compliance with the *Privacy Act*. An inventory of these databases is being created and stakeholders are being contacted.

Privacy Working Group

In order to ensure compliance with the *Privacy Act*, a working group has been established within the Department. This group consists of experts in privacy, security and information technology. Their mandate is to oversee new projects that necessitate personal information collections and to provide strategic advice and recommendations in order to ensure compliance with the *Privacy Act* and related government policies and procedures.



Reporting period / Période visée par le rapport April 1, 2007 to March 31, 2008

Institution

Canadian Heritage / Patrimoine canadien

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	13
Outstanding from previous period / En suspens depuis la période antérieure	1
TOTAL	14
Completed during reporting period / Traitées pendant la période visées par le rapport	12
Carried forward / Reportées	2

II	Disposition of request completed / Disposition à l'égard des demandes traitées	
1.	All disclosed / Communication totale	0
2.	Disclosed in part / Communication partielle	9
З.	Nothing disclosed (excluded) / Aucune communication (exclusion)	0
4.	Nothing disclosed (exempt) / Aucune communication (exemption)	0
5.	Unable to process / Traitement impossible	3
6.	Abandonned by applicant / Abandon de la demande	0
7.	Transferred / Transmission	0
тот	AL	12

IV	Exclusions cited / Exclusions citées	
S. Art. 69	9(1)(a)	0
	(b)	0
S. Art. 70)(1)(a)	0
	(b)	0
	(c)	0
	(d)	0
	(e)	0
	(f)	0

VII	Translations Traductions	:/	
	ations requeste ctions demandé		0
Transl prepa		English to French / De l'anglais au français	0
Tradu prépa		French to English / Du français à l'anglais	0

VIII	Method of access / Méthode de consultation	
Copies Copies	given / de l'original	9
Examin Examer	ation / n de l'original	0
	and examination / et examen	0

v	Completion time / Délai de traitement		
	/s or under / rs ou moins	12	
	60 days / à 60 jours	0	
	120 days / à 120 jours	0	
	ays or over / urs ou plus	0	

IX	Corrections and notation / Corrections et mention	
	ctions requested / ctions demandées	0
	ctions made / ctions effectuées	0
	on attached / on annexée	0

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	
S. Art. 26	
S. Art. 27	
S. Art. 28	

VI Extention Prorogatio	s / ons des délais	
	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	
Translation / Traduction	0	0
TOTAL	0	0

х	Costs / Coûts
	Fi

Cours		
Financial (all reas Financiers (rais		
Salary / Traitement	\$	4928.81
Administration (O and M) / Administration (fonctionnement et maintien)	\$	1007.81
TOTAL	\$	5936.62
TOTAL	\$	5936.62
TOTAL Person year utilization (Années-personnes utilis	all reas	ons) /

TBS/SCT 350-63 (Rev. 1999/03)

								SP	SPENDING AUTHORITY	VG AL	IH	۲						_							
	CANADIAN HERITAGE					Û	(PENDI	EXPENDITURE INITIATION	VITIATI	NO					Section 34 FAA	34 FAA	,			OT	OTHER AUTHORITIES	UTHO	RITIE		
	DELEGATED FINANCIAL SIGNING AUTHORITIES CHART	CHART			S	ection 3	32 FAA	Section 32 FAA - Commitment Authority	litment	Autho	rity				Contract Performance	Contract									
										su															
Position Level	TLLL NOLLISOd	AREA OF AUTHORITY	Salaries & Other Personnel Costs	Recognition Travel	Relocation	Isolated Posts Training and Development	Hospitality	Conferences Memberships	seonsvbA gnibnst8	Approval of Grants and Contribution	Grant or Contribution Agreements Refunds of Revenue	nwon' and against the Crown	Ex Gratia Payments	Other Goods and Services Travel, Relocation and Hospitality	Claims Grants and Contributions	Salaries & Other Personnel Costs	Other Goods and Services Section 33 FAA	Payment Authority Leases and licences (Crown as	tenant) Loan Agreement Materiell difecte/Objects)	(Materiel/Artifacts/Objects)	Pprove Debt Write-Off	Request or Acceptance of Set-Offs	Write-Off Materiel	Interest & Admin Charges Waiver Access to Information and Privacy	TB Submissions & other related
					4				10	÷	12 13		15	16 17	. 18	19	20 2	21 22	2 23	24	25	26	27 28		30
-	Deputy Minister/Associate Deputy Minister	Department	L	-	-	-	LL.	ш	L	L	-	<u> </u>	Ŀ	ш ш	\vdash	u.	- L	\vdash	ш ш		LL.	-	-	-	L
2	Assistant Deputy Minister/Associate Assistant Deputy Minister/Senior Advisor to the Deputy A: Minister or equivalent manager reporting to level 1	Assigned Funds Centre(s)/Cost Centre(s)	L	LL.	u.	LL.	щ	Ш		ო	LL.	щ	Ľ.	ш	Ľ.	ш	LL.		LL.	Ľ.					
с	Regional Executive Director	Region	ш	ш ш	ш.	LL.	L.	ш ш		ო	ш ш	u.	ш	L L	LL.	u.	ш.	ш ш	LL	ш		ш	ш ш	ш	
3	Director General/General Counsel or equivalent manager reporting to level 2	Assigned Funds Centre(s)/Cost Centre(s)	Ш	ш Ш	E E	LL.	F	ц ц			Ш Ш	Ħ	ш	L L	E.	ĽL.	Ш	1	E E				2	8	
в		Agency	ш	ш ш	ш									ш ш	ш	ш	ш								
4	Director/Manager or equivalent manager reporting to level 3	Assigned Funds Centre(s)/Cost Centre(s)	OF 2	F	0	F F	E.	F F	a come	2000	103	S.E.	E C	F F	E	E	F.		F F	500	1000		200	22 C	1
5	Chief/Head or equivalent manager reporting to level 4	Assigned Funds Centre(s)/Cost Centre(s)	ш	ш		ш					ш ш			ш		ш	ш		ш						
9	Supervisor/Senior Officer or equivalent manager reporting to level 5	Assigned Funds Centre(s)/Cost Centre(s)	Ш	Ш.		101								Ш.	Ш	Ш.	Ц.								
7	Administrative Officer/Executive Assistant or equivalent position reporting to any level	Assigned Funds Centre(s)/Cost Centre(s)								E				10			10								
	SPECIAL AUTHORITIES																								
	Senior Financial Officer (SFO)	Department		_			╞		L		ш	ш	ш	ц ц	ш	ш	ш				ш	ш	ш ш	ш	
	Senior Full-time Financial Officer (SFFO)	Department			100		0		ш		Ľ	Ľ.	ш	L L	Ш.	ш	ш				ш	ш	Ш	ш	
	Director General, Sport Canada	Assigned Funds Centre(s)/Cost Centre(s)					F			LL.															
	Director General, Human Resources and Workplace Management (HRWM)	Department	Ľ.		12									Ŀ.		ш								8	
	Corporate Secretary	Department					F																	ш	
	Executive Director, Centre of Expertise for Grants and Contributions	Department													H.										
	Director, Accounting Operations, Financial Policies & Systems	Department							LL.		ш	F	ц	F F		ш	F	ш				н		ш	
1000	Director, Labour Relations, Compensation and Well-being (HRWM)	Department	Н		100				22	1.00		1000	0	0.00		F	000			202				2	1000
	Director, Materiel Management & Contracting Services	Department												ш									н		
	Director, Access to Information and Privacy Secretariat	Department			2000	1000	0	200	200			2000	2000	000		2000	000			2				ш	
	Manager, Compensation and Benefits (HRWM)	Department	ш													ш									
		Department			12				Ľ	202	Ш.	2000	000	00		Ľ.	Ľ.	EL.		8				ĽL.	
		Department															-	ш	_					_	
(12 m)	ate Services or equivalent position	Region		5		200	2	100			E.	2000	1000	L L	ш	F	ш	Ľ.		5			Н	<u> </u>	
	Financial Officer	Region						_			_			_	_		_	ш.	_				_		_
	RECOMMENDED BY:				APPR(APPROVED BY:	۲ :																		
	Original signed by Judith A. LaRocque on August 20, 2007										Origi	inal sigi	red by	Josée /	Original signed by Josée Verner on August 21, 2007	n Augu	st 21, 2	200							
	Deputy Minister			-										Ministe	ster										

Notes:

1. This Chart must be read in conjunction with the Notes to the Delegated Financial Signing Authorities Chart and Appendix A, which defines terms/conditions and financial limitations to the Delegated Financial Signing Authorities Chart.

2. The letter "F" means that the position has been delegated full authorities subject to specific authorities and dollar limitations as described in Appendix A for the corresponding column.

3. Where dollar amounts are specified, e.g., 1 = \$1,000, these amounts cannot be exceeded. In addition, a blank cell means that no authority has been granted.