



Canadian Air Transport Administration canadienne
Security Authority de la sûreté du transport aérien

**Canadian Air Transport
Security Authority**

**Annual Report on the Administration of the
*Privacy Act***

2011- 2012

I - INTRODUCTION

The purpose of the *Privacy 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.

This Annual Report on the Canadian Air Transport Security Authority's administration of the *Privacy Act* has been prepared in accordance with section 72(1) of the *Privacy Act* and is hereby submitted for tabling in Parliament under Section 72(2) of the *Privacy Act*.

Established as a federal Crown Corporation on April 1, 2002, the Canadian Air Transport Security Authority (CATSA) is charged with protecting the public through the effective and efficient screening of air travellers and their baggage. CATSA's goal is to provide a professional, effective and consistent level of security service across the country, at or above the standards set by Transport Canada. It is also responsible for air transport security functions that the Minister may assign to it, subject to any terms and conditions that the Minister may establish.

CATSA is responsible for the provision of security in four areas of aviation security: Pre-Board Screening (PBS); Hold-Baggage Screening (HBS), Non-Passenger Screening (NPS) and Restricted Area Identity Card (RAIC).

While CATSA currently contracts security screening to third-party contractors, it is also responsible for the following activities:

- Purchase, deployment and maintenance of PBS and HBS equipment at 89 designated airports across the country;
- Oversight of screening operations at PBS, HBS and NPS screening checkpoints
- Training, testing and certification of Screening Officers; and
- Deploying and maintaining the RAIC program.

II- DELEGATION OF SIGNING AUTHORITY

Responsibility for processing requests received under the *Privacy Act* rests with the Manager, Program Coordination in the Human Resources and Corporate Affairs Branch who is also the organization's Access to Information and Privacy (ATIP) Coordinator. There are four positions related to Privacy: one ATIP Coordinator, as described above, one Manager Corporate Planning, one Senior Advisor – ATIP and one Advisor –

Privacy. All report to the CPO (Chief Privacy Officer) who reports to the President and Chief Executive Officer.

This is the ninth annual report on the administration of the *Privacy Act* that CATSA has tabled in Parliament. The previous such reports are available at the “Corporate Publications” section of the CATSA Web site: www.catsa.gc.ca.

Signed and dated Delegation Order is attached as Annex A.

III- STATISTICAL REPORT INTERPRETATION

In 2011/12, CATSA received eight *Privacy Act* requests, a decrease from the 11 requests that CATSA processed in the previous reporting period.

All requests were completed by March 31, 2012, and none were carried forward into fiscal year 2012-2013.

Of the eight requests that were completed, one of the files was released with full disclosure while four were disclosed in part. In all cases, where disclosure was made, copies were provided. Besides this, CATSA was unable to process three requests because there were no records.

Where access was denied, these reasons were cited:

<u>Reason</u>	<u>Number of Cases</u>
• personal information	4
• solicitor/client privilege	3

For the eight requests completed in 2011/12, three extensions were taken. Five of the requests were completed in 30 days or less; two took between 31 and 60 days and one took between 61 and 120 days. During the reporting period, no privacy complaints were lodged against the organization and no investigations were established.

IV- TRAINING

Over the course of the year, the Senior ATIP Advisor has consistently provided one on one support to employees in order to clarify the Corporation’s expectations with regard to the protection of privacy and support them in their implementation of the Act. The Senior Advisor – ATIP has also participated in several of the Treasury Board Secretariat training sessions for ATIP practitioners.

CATSA’s Senior Advisor – ATIP has maintained his focus on improving CATSA’s treatment of Privacy files. CATSA will continue to strive to respond to requesters’ needs as effectively and efficiently as possible in the next fiscal year.

V- POLICIES, GUIDELINES, PROCEDURES

In 2011/12, the Senior Advisor – ATIP consulted with the Senior Advisor - Policy, in the drafting of CATSA's *Privacy Policy*, Privacy Impact Assessments and the Privacy Breach Response Procedures.

In March of 2012, CATSA established a Privacy Advisor position. The Privacy Advisor is engaged in overseeing privacy deliverables in support of corporate projects and providing ongoing privacy consultation for operational activities within the organization including the preparation and drafting of Personal Information Banks and Privacy Impact Assessments.

VI- COMPLAINTS

No privacy complaints were received and no investigations were undertaken during the reporting period.

VII- PRIVACY IMPACT ASSESMENTS

To fulfil this mandate, many of CATSA's responsibilities require the collection, use and disclosure of personal information. As a custodian of this information, CATSA uses Privacy Impact Assessments (PIAs) in accordance with Treasury Board policy, as a risk management tool. PIAs and Preliminary PIAs are forwarded to the Office of the Privacy Commissioner.

Preliminary PIAs may also be conducted if a program is at an early stage of concept or design and detailed information is not available, or when it is not clear whether a full PIA needs to be conducted.

During the reporting period, CATSA did not complete any Preliminary PIAs. CATSA did initiate two PIAs, however they have not been completed as they are still underway. One PIA was forwarded to the Office of the Privacy Commissioner. These activities were undertaken to ensure that personal information entrusted to the organization was properly protected.

PIA summaries are available on the Access to Information and Privacy portion of the CATSA website: www.catsa.gc.ca.

X- DISCLOSURES MADE PURSUANT PARAGRAPH 8(2) (M)

No disclosures were made under paragraph 8(2) (m) of the *Privacy Act* during the reporting period.

ANNEXES

A: Delegation Order

B: Statistical Report on the Administration of the *Privacy Act*