



Environment
Canada

Environnement
Canada

2012–2013

Annual Report to Parliament

Privacy Act

Canada 

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INTRODUCTION

The Privacy Act (R.S.C. 1985, c. P-21) came into force on July 1, 1983. The Act governs how the federal government may collect personal information restricts the use and disclosure of this information, and gives individuals a right to review and correct their personal information. Section 72 requires every head of a federal government institution to submit a report to Parliament on the administration of the Act within their institution during the fiscal year.

This report is submitted in accordance with section 72 of the Act. It presents an overview of activities related to the *Privacy Act* carried out within Environment Canada during the reporting period April 1, 2012, to March 31, 2013. Further, since the Canada Emission Reduction Incentives Agency was not operational during this reporting period, an Agency report will not be prepared for this period.

The Department of the Environment was established by the *Government Reorganization Act* (1970-71-72, c. 42) on June 10, 1971. A number of acts and regulations provide the Department with its mandate and allow it to carry out its programs. Under the *Department of the Environment Act*, the powers, duties and functions of the Minister of the Environment extend to and include matters relating to:

- the preservation and enhancement of the quality of the natural environment, including water, air and soil quality;
- renewable resources, including migratory birds and other non-domestic flora and fauna;
- water;
- meteorology;
- the enforcement of any rules or regulations made by the International Joint Commission relating to boundary waters; and
- the coordination of the policies and programs of the Government of Canada respecting the preservation and enhancement of the quality of the natural environment.

ORGANIZATIONAL STRUCTURE

The Director General of the Corporate Secretariat is Environment Canada's Access to Information and Privacy Coordinator, and has delegated authority on all matters concerning Access to Information and Privacy (ATIP). The ATIP Secretariat, which is a part of the Corporate Secretariat, is the central coordinating body for all requests received by Environment Canada under the *Privacy Act* and the *Access to Information Act*.

The ATIP Secretariat directs all activities within Environment Canada relating to the administration, application and promotion of the *Privacy Act* and the *Access to Information Act*. It provides advice to senior management on the implementation of the statutes and prepares reports to Parliament, the Treasury Board Secretariat and senior management. The ATIP Secretariat represents the Department in complaints and investigations conducted by the Information Commissioner and Privacy Commissioner of Canada, and in any Federal Court applications arising from ATIP matters.

Capacity Development

Environment Canada remains committed to recruiting, training and maintaining a workforce that possesses specialized skills and that will continue to provide the best possible service to both internal and external clients.

Environment Canada is continuing to focus on developing capacity through its ATIP Professional Development Program. The program aims to train employees over a period of three to five years through a combination of competency-based training, professional development training and work assignments. Candidates enter the program at the PM-01 or PM-02 level and graduate as Senior ATIP Advisors at the PM-04 level. Current participants are progressing through the program with additional recruitment planned.

The Professional Development Program is enabling the ATIP Secretariat to better manage increasing workloads while facilitating succession planning through the transfer of corporate memory. The program also encourages staff to remain with the Department for a longer period of time.

In addition, Environment Canada's ATIP Secretariat engaged in a number of staffing activities throughout the year in an effort to maintain the Department's capacity in the face of increasing workloads. The ATIP Secretariat supplemented its staff by hiring consultants who focused on processing older requests.

DELEGATION OF AUTHORITY

Decision-making responsibility for the application of the various provisions of the *Privacy Act* has been formally established and is outlined in the departmental Delegation of Authority Instrument. The current Designation Orders were approved by the Honourable Peter Kent, Minister of the Environment, on January 6, 2011. A copy of the designation order and the specific delegation notes pertaining to the *Privacy Act* are in Appendix B on page 14 of this report.

INTERPRETATION OF THE STATISTICAL REPORT

Environment Canada's Statistical Report on the *Privacy Act* is included in Appendix A on page 8 of this report.

Between April 1, 2012, and March 31, 2013, Environment Canada received 29 requests under the *Privacy Act*. There were also 2 requests carried forward from the 2011–2012 reporting period, for a total of 31 active requests in the 2012–2013 reporting period. In 2012–2013, a total of 28 requests were completed. Three (3) requests were carried forward to the next reporting period, and there were 7 requests for information for which no records exist.

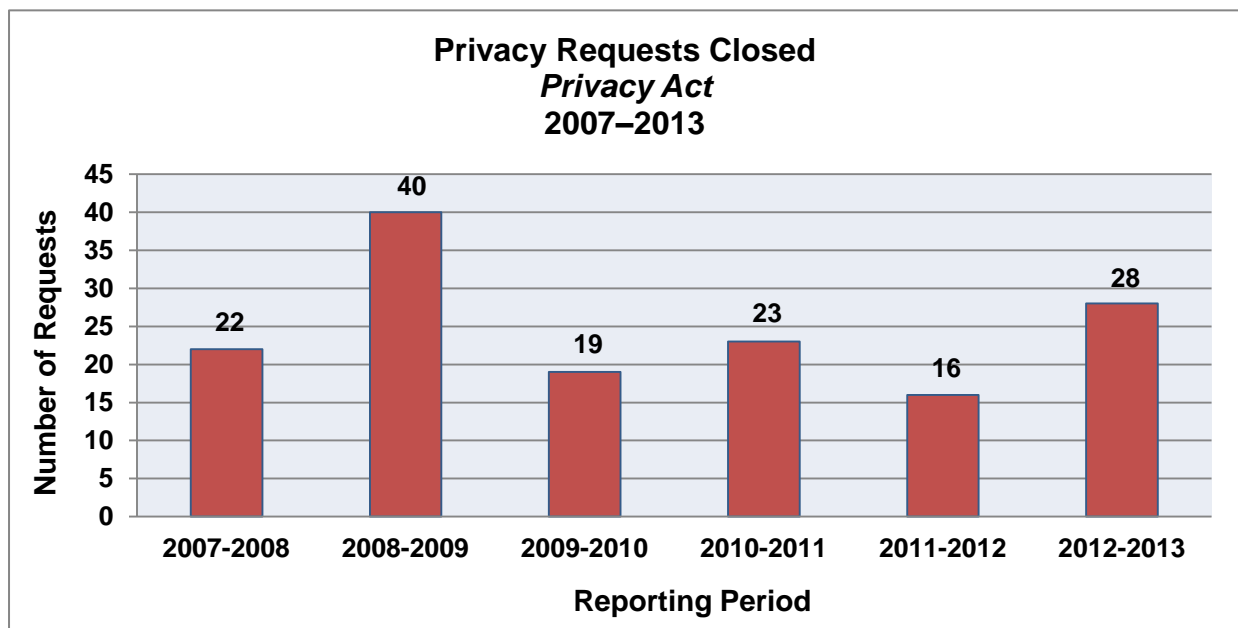
Trends

Environment Canada received 18 more requests under the *Privacy Act* in 2012–2013 than in the previous fiscal year; this represents an increase of 37.9% in the number of privacy requests received.

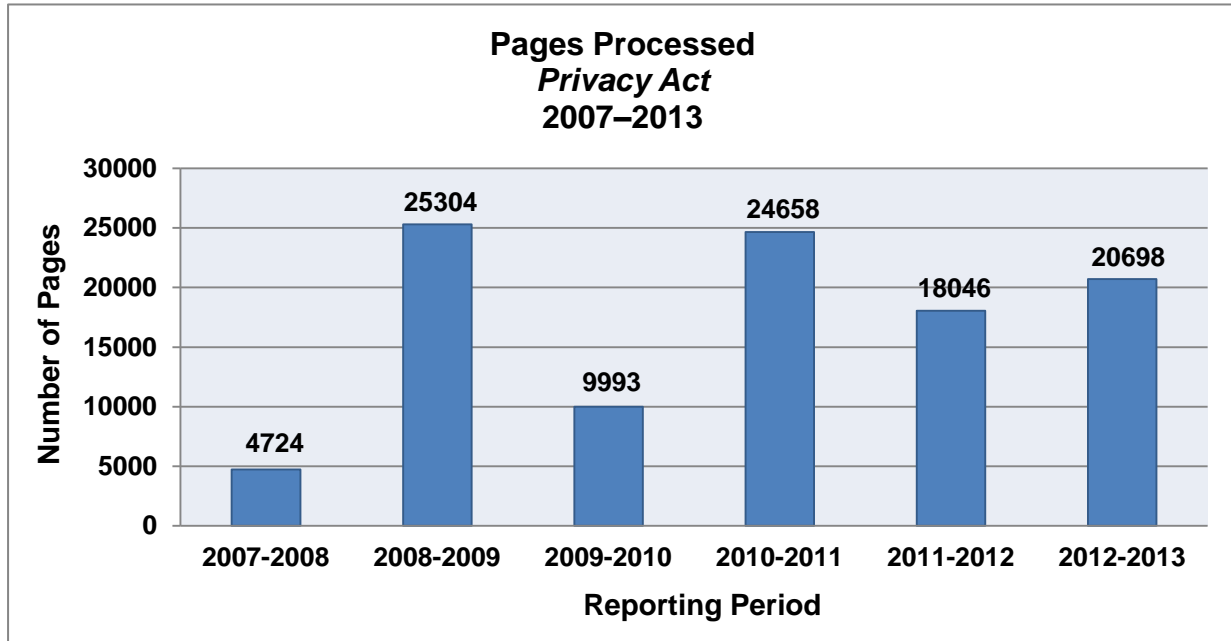
The following graph displays the number of requests under the *Privacy Act* **received** by Environment Canada from 2007–2008 to 2012–2013.



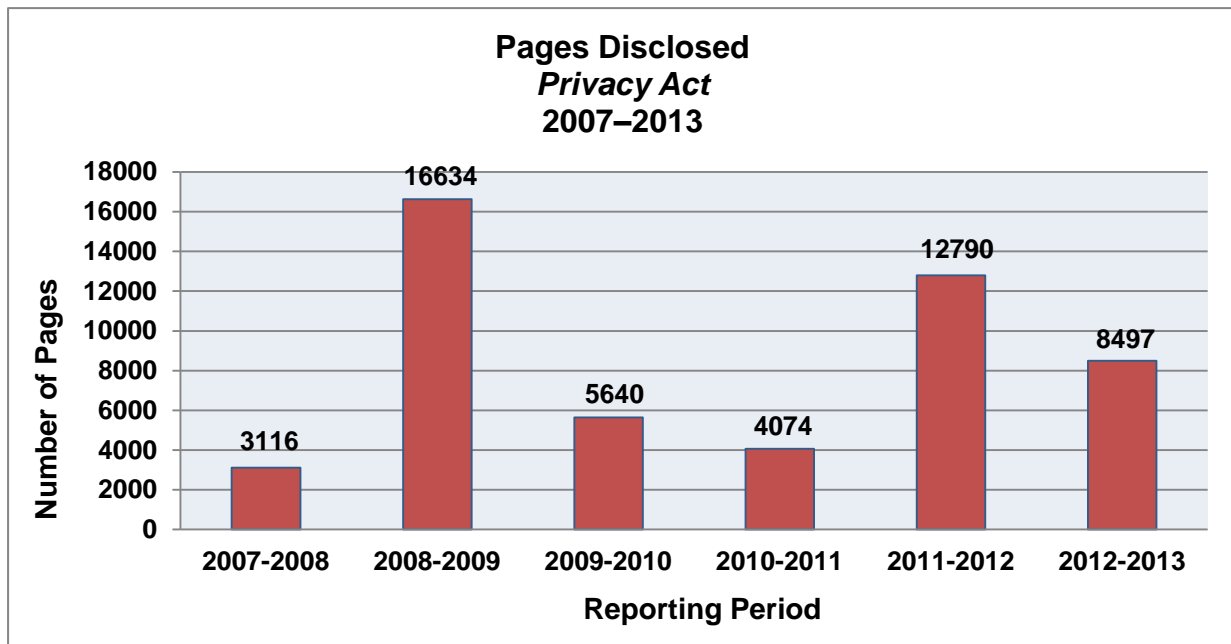
Environment Canada completed 28 requests under the *Privacy Act* in 2012–2013. The following graph displays the number of requests under the *Privacy Act* **completed** by Environment Canada from 2007–2008 to 2012–2013.



The following graph shows the number of pages **reviewed** by the ATIP Secretariat in processing requests under the *Privacy Act* from 2007–2008 to 2012–2013.



Despite the increase in the number of pages reviewed in 2012–2013, there was a decrease (33.6%) in the amount of pages disclosed compared to the previous reporting period. The following graph shows the number of pages **disclosed** by the ATIP Secretariat in processing requests under the *Privacy Act* from 2007–2008 to 2012–2013.



Corrections

Subsection 12(2)(a) of the *Privacy Act* gives individuals a right to request a correction of personal information about them held by the federal government.

No corrections were requested or made in the 2012–2013 reporting period.

Disclosure under Subsection 8(2)

Paragraphs 8(2)(e), (f), (g), and (m) of the *Privacy Act* permit the disclosure of personal information to various investigative/regulatory bodies or to Members of Parliament, or if disclosure is in the public interest.

There were no disclosures under 8(2)(e), (f), (g), or (m) in the 2012–2013 reporting period.

Consultations

In 2012–2013, Environment Canada received 5 privacy consultations from other government institutions and organizations. All of the consultations were completed during the 2012–2013 reporting period. There were no privacy consultations outstanding from the previous reporting period and no privacy consultations were carried forward to the next reporting period.

Costs

In 2012–2013, the total cost of administering the *Privacy Act* was \$138,921. This included \$83,921 for salaries and \$55,000 for goods and services (\$40,000 for professional service contracts and \$15,000 for other costs).

TRAINING ACTIVITIES

The Department's ATIP Secretariat continued its training and development activities in the 2012–2013 reporting period. Eighteen (18) information and training sessions were held, attended by approximately 250 Environment Canada employees. The sessions included an overview of the *Privacy Act* and a description of internal procedures and associated deadlines for responding to requests. Information and training activities will continue throughout the 2013–2014 reporting period.

In addition, there were 19 Information Management awareness sessions held for Environment Canada employees which included an Access to Information and Privacy module. Approximately 175 employees attended the Information Management sessions in 2012–2013.

POLICIES, GUIDELINES AND PROCEDURES**Publicly Accessible Information and Inquiry Points**

Info Source is a series of publications containing information on the Government of Canada and on the government's data collection activities. Info Source is intended to help the public access government information and to exercise their rights under the *Privacy Act* and *Access to Information Act*.

Each year, the ATIP Secretariat prepares updates on Environment Canada's activities and information holdings for publication in Info Source. During 2012–2013, Environment Canada continued to revise its Info Source chapter based on the Department's program activity architecture. Environment Canada also participated in the Treasury Board Secretariat's Decentralized Publishing Project and, as a result, published its Info Source chapter on its website in September 2012.

Environment Canada's comprehensive website provides information on the Department's policies, its organizational structure and the means to contact Department officials. In accordance with the federal government's policy of proactive disclosure, the Department's website also allows access to internal evaluations and audits, as well as information on hospitality expenses, contracts and grants.

Environment Canada has an Access to Information and Privacy Web Page that provides background information on both the *Access to Information Act* and the *Privacy Act*. It also contains a Frequently Asked Questions section and links to access to information request forms, personal information request forms and summaries of completed access to information requests.

Environment Canada's privacy policy framework was approved in November 2012. The ATIP Secretariat is continuing to develop additional procedural guidance documents to assist departmental employees in managing personal information. Once completed, the internal guidance documents will be made accessible to all Environment Canada employees through an ECollab site that was developed during the 2012–2013 fiscal year to share Environment Canada's privacy policy framework documents.

In order to facilitate public access to information and to comply with the Act, the Environment Canada Library has been designated a public reading room. The Library is located on the 6th floor of the Place Vincent Massey Annex, 351 St. Joseph Boulevard, Gatineau, Quebec.

Data Sharing Activities

The Department did not undertake any new internal or external data sharing activities in 2012–2013.

Exempt Personal Information Banks

Environment Canada has no exempt Personal Information Banks.

Privacy Impact Assessments

To fulfill its mandate, some of Environment Canada's responsibilities require the collection, use and disclosure of personal information. As a trusted custodian of this information, the Department uses Privacy Impact Assessments (PIAs) in accordance with Treasury Board policy, as a risk management tool. Although Environment Canada did not initiate any Privacy Impact Assessments during the reporting period, the ATIP Secretariat, regularly provides advice to departmental employees on privacy matters.

COMPLAINTS/INVESTIGATIONS

During the 2012–2013 reporting period there were no complaints filed against Environment Canada with the Office of the Privacy Commissioner. There was 1 complaint carried over from the previous reporting period that was closed during the current reporting period. The complaint was deemed well founded – resolved without recommendation.

Application/Appeals to the Federal Court or Federal Court of Appeal

There were no applications or appeals to the Federal Court or Federal Court of Appeal under the *Privacy Act* during the 2012–2013 reporting period.

APPENDIX A: STATISTICAL REPORT



Government
of Canada

Gouvernement
du Canada

Statistical Report on the *Privacy Act*

Name of institution: Environment Canada

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

PART 1 – Requests under the *Privacy Act*

	Number of Requests
Received during reporting period	29
Outstanding from previous reporting period	2
Total	31
Closed during reporting period	28
Carried over to next reporting period	3

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	2	0	0	0	0	0	2
Disclosed in part	0	4	9	4	1	0	0	18
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	2	5	0	0	0	0	0	7
Request abandoned	1	0	0	0	0	0	0	1
Total	3	11	9	4	1	0	0	28

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	17
19(1)(f)	0	22.1	0	27	1
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	2	0	0
Disclosed in part	12	6	0
Total	14	6	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	89	89	2
Disclosed in part	20,609	8,408	18
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	1

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	2	89	0	0	0	0	0	0	0	0
Disclosed in part	7	157	5	643	1	605	4	5,349	1	1,654
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	1	0	0	0	0	0	0	0	0	0
Total	10	246	5	643	1	605	4	5349	1	1654

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	2	0	3
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	1	0	2	0	3

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
4	3	1	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	1	1
16 to 30 days	0	1	1
31 to 60 days	0	1	1
61 to 120 days	0	1	1
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	4	4

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	13	0	1	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	2	0	0	0
Request abandoned	0	0	0	0
Total	15	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	15	0	1	0
Total	15	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	5	730	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	5	730	0	0
Closed during the reporting period	5	730	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	2	0	0	0	0	0	2
Disclose in part	2	1	0	0	0	0	0	3
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	2	3	0	0	0	0	0	5

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		\$83,921
Overtime		\$0
Goods and Services		\$55,000
• Contracts for privacy impact assessments	\$0	
• Professional services contracts	\$40,000	
• Other	\$15,000	
Total		\$138,921

8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	0.00	3.00	3.00
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	1.00	1.00
Students	0.00	0.00	0.00
Total	0.00	4.00	4.00

APPENDIX B: DESIGNATION ORDER INSTRUMENT

Environment Canada

Delegation of Financial Signing Authorities and Designation Order Instrument: Part A, Summary Chart
Effective on January , 2011

Accountability Level		Operational Authorities					Functional Authorities				
		Departments Limit	1	2	3	4	5	6	7	8	9
1.00 Spending Authority - Expenditure Initiation with Availability of Funds											
1.01	Goods and Services (including contract initiation)	approved budget	F	F	F	F	F	F	F	F	C
1.02	Human Resources - Staffing, Pay Actions, Training	approved budget	F	F	F	F	C	F	C	-	-
1.03	Travel in Canada and Continental USA	approved budget	F	F	F	F	F	F	C	-	-
1.04	Relocation	approved budget	F	F	F	F	C	F	C	-	-
1.05	Isolated Posts	approved budget	F	F	F	C	C	F	C	-	-
1.06	International Travel	approved budget	F	F	-	-	-	F	-	-	-
1.07	Conference Attendance	approved budget	F	C	C	C	-	C	C	-	-
1.08	Conference Sponsorship	approved budget	F	-	-	-	-	-	-	-	-
1.09	Membership Fees	approved budget	F	C	C	C	-	C	C	-	-
1.10	Hospitality	approved budget	C	C	C	C	-	C	C	-	-
1.11	Grants and Contributions	approved budget	C	C	C	C	-	C	C	-	-
1.12	Ex-Gratia Payments	approved budget	C	C	C	-	-	C	C	-	-
1.13	Claims by or against the Crown	approved budget	F	C	C	C	-	C	C	-	-
2.00 Commitment Authority - Availability of Funds (Section 32 FAA)											
2.01	All Expenditures	approved budget	F	F	F	F	F	F	F	F	F
3.00 Contracting Authority - to enter into contracts (managers remain accountable for the management and administration of their contracts)											
3.01	Goods (Amendment)	25K	F(F)	C	C	C	C	F(F)	-	C(C)	C
3.02	Services (Amendment)	as per TB policy	F(F)	C	C	C	C	F(F)	-	C(C)	C
3.04	Call-up against Standing Offers	as per Standing Offer limit	F(F)	C	C	C	C	F(F)	-	C(C)	C
3.05	Architectural & Engineering Service Contracting (Amendment)	as per TB policy	F(F)	-	-	-	-	F(F)	-	C(C)	-
3.06	Construction Contracting (Amendment)	as per TB policy	F(F)	-	-	-	-	F(F)	-	C(C)	-
3.07	Emergency Contracting	1M	F	F	F	C	C	F	-	C	-
3.08	Purchasing Test Vehicles (Amendment)	as per TB policy	F(F)	-	-	-	-	F(F)	-	C(C)	-
4.00 Project Authority											
4.01	Projects - Property Management Division	as per TB policy	C	C	-	-	-	C	-	C	-
4.02	Projects - Projects - Chief Information Officer Branch (CIOB)	as per TB policy	C	C	-	-	-	C	-	-	C
4.03	Projects - Integrated Enterprise Services (IES)	as per TB policy	C	C	C	-	-	C	-	-	-
4.04	Projects - Other	as per TB policy	C	C	-	-	-	C	-	-	-
5.00 Other Contracting Authorities											
5.01	Revenue Contracting		F	F	F	F	C	-	-	-	-
6.00 Spending Authority - Contract Performance and Price, Eligibility or Entitlement (Section 34 FAA)											
6.01	All Expenditures	approved budget	F	F	F	F	F	F	F	-	F
7.00 Payment Authority (Section 33 FAA)											
7.01	All Expenditures	approved budget	F	-	-	-	-	F	F	-	-
7.02	Pay & Benefits Expenditures	approved budget	F	-	-	-	-	F	F	-	C
8.00 Other Authorities											
8.01	Request for Special Distribution of RG Cheques	-	F	-	-	-	-	F	F	-	-
8.02	Release of Security Deposits	-	F	-	-	-	-	F	F	-	-
8.03	Intellectual Properties including License Fees	-	F	C	C	C	C	F	-	-	-
8.04	Amend Delegation Instrument	-	C	-	-	-	-	C	-	-	-
8.05	Deletion of Debts	-	F	C	C	C	C	C	C	-	-
8.06	Waive or Reduce Interest or Administrative Charges	-	F	-	-	-	-	F	C	-	-
8.07	Set-Off per Section 155 (1) FAA	-	F	C	C	-	-	F	C	-	-
8.08	Write-off of Material	as per TB policy	C	C	C	C	-	C	-	C	-
8.09	Disposal of Surplus Assets	as per TB policy	C	C	C	C	-	C	-	C	-
8.10	Donation of Surplus Assets	as per TB policy	C	C	C	C	-	C	-	C	-
8.11	Collaborative Arrangements	approved budget	F	C	C	C	C	F	-	-	-
8.12	Specific Service Agreements	approved budget	F	-	-	-	-	F	-	C	-
8.13	Federal Real Property Transactions	as per TB policy	F	-	-	-	-	F	-	C	-
9.00 Designation Order											
9.01	Section 73 of the Privacy Act	-	F	-	-	-	-	F	-	-	C
9.02	Section 73 of the Access to Information Act	-	F	-	-	-	-	F	-	-	C

Departmental Limit = the maximum authority granted to the Minister in dollars.

C = Conditional authority as set out in Part C.

F = Full authority within approved budget and subject to authorities delegated to the department.

K = Thousands of dollars

M = Millions of dollars

Delegation of Financial Signing Authorities and Designation Order Instrument

Delegation of Financial Signing Authorities - Every Officer of the Department appointed to a position listed on the Summary Chart and on the List of Equivalent Positions, including those officially appointed on acting basis, is hereby granted financial signing authorities within the stated limits therein and in accordance with relevant statutes, regulations and directives. Limits may be modified, from time to time under the authority of the Deputy Minister to reflect changes in authorities as approved by Treasury Board.

Designation Order Instrument - Every Officer of the Department appointed to a position listed on the Summary Chart and on the List of Equivalent Positions, including those officially appointed on acting basis, is hereby designated to perform the duties and functions of the Minister, as head of a government institution, pursuant to Section 73 of the Privacy Act and Section 73 of the Access to Information Act.

 JAN 6 2011
Honorable Peter Kent
Minister of Environment

Dr. Paul Boothe
Deputy Minister of the Environment

Notes:

- This Summary Chart must be read in conjunction with Part B - List of Equivalent Positions, Part C - Specific Delegation Notes and Part D - Real Property Delegation Instrument.
- The authorities which extend to the full resource balance available in the relevant budget are limited by policies and procedures prescribed in TB regulations and directives issued pursuant to the Financial Administration Act (FAA) and by departmental directives.
- Signing authorities for Grants and Contributions are subject to the terms and conditions approved by the Treasury Board or the Minister in accordance with the authority delegated to the Minister by the Treasury Board.
- Spending authority (Section 34, FAA) and Payment authority (Section 33, FAA) for a particular payment, are not to be exercised by the same person.
- Individuals are not to approve payments through which they may personally benefit.

SPECIFIC DELEGATION NOTES

SECTION 9.00 – DESIGNATION ORDER

The purpose of this Section is to establish the framework for managing the Access to Information Act and the Privacy Act. The Minister of Environment Canada pursuant to Section 73 of the Privacy Act and Section 73 of the Access to Information Act, hereby designates that persons holding the positions set out below to exercise the powers to perform the duties and functions of the Minister, as head of a government institution, under the sections of the Act specified opposite each position.

Position	Privacy Act Section	Access to Information Act Section
Level 1	All sections	All sections
Level 6	All sections	All sections
Director, Corporate Secretariat	All sections	All sections
Manager, ATIP Secretariat	All sections	All sections
Chief, ATIP Secretariat	15	7(a), 8, 9, 11, 27

SECTION 9.01 – Section 73 of the Privacy Act

The responsibilities that may be delegated under Section 73 of the Privacy Act are set out below, in relation to its various sections and subsections.

8(2)(j)	Disclose personal information for research purposes
8(2)(m)	Disclose personal information in the public interest or in the interest of the individual
8(4)	Retain copy of 8(2) (e) requests and disclosed records
8(5)	Notify Privacy Commissioner of 8(2) (m) disclosures
9(1)	Retain record of use
9(4)	Notify Privacy Commissioner of consistent use and amend index
10	Include personal information in personal information banks
14	Respond to request for access within 30 days; give access or give notice

15	Extend time limit
17(2)(b)	Translate requested information
18(2)	Refuse to disclose information contained in an exempt bank
19(1)	Refuse to disclose information obtained in confidence from another government
19(2)	Disclose information if the other government consents to the disclosure or makes the information public
20	Refuse to disclose information injurious to the conduct of federal-provincial affairs
21	Refuse to disclose information injurious to international affairs or defence
22	Refuse to disclose information prepared by an investigative body, information injurious to the enforcement of a law, or information injurious to the security of penal institutions
24	Refuse to disclose information collected by the Canadian Penitentiary Service, the National Parole Service or the National Parole Board while individual was under sentence if conditions in section are met
25	Refuse to disclose information which could threaten the safety of individuals
26	Refuse to disclose information about another individual, and shall refuse to disclose such information where disclosure is prohibited under Section 8
27	Refuse to disclose information subject to solicitor-client privilege
28	Refuse to disclose information relating to the individual's physical or mental health where disclosure is contrary to the best interests of the individual
31	Receive notice of investigation by the Privacy Commissioner
33(2)	Right to make representations to the Privacy Commissioner during an investigation
35(1)	Receive Privacy Commissioner's report on findings of the investigation and give notice of action taken
35(4)	Give complainant access to information after 35(1) (b) notice
36(3)	Receive Privacy Commissioner's report of findings of investigation of

	exempt bank
37(3)	Receive report of Privacy Commissioner's findings after compliance investigation
51(2)(b)	Request that Section 51 hearing be held in the National Capital Region
51(3)	Request and be given right to make representations in Section 51 hearings
72(1)	Prepare annual report to Parliament
77	Responsibilities conferred on the head of the institution by the regulations made under Section 77 which are not included above

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