

ANNUAL REPORT  
on the  
*Privacy Act*  
2005 – 2006

## Introduction...

Since its creation in April 2002, through Bill C-49, the Canadian Air Transport Security Authority (CATSA) is responsible for several key aviation security services, namely in the area of screening passengers and their belongings.

CATSA's mission is to protect the public by securing critical elements of the air transportation system as assigned by the government.

As a recently established Crown corporation, this is the third annual report on the *Privacy Act* that CATSA has tabled in Parliament.

## Highlights and accomplishments ...

CATSA is always working to perfect its programs. In the 2005-2006 fiscal year, CATSA reorganised its Access to Information program with a view to creating a team of professionals who would assume the key legislative responsibilities surrounding access to information issues.

In addition to the purchase, in March 2006, of an upgraded version of the ATIPflow software and with the purchase of an imaging software, which proved to be two important tools in improving CATSA's administration of requests for the Access to Information program, CATSA also hired a permanent employee to process requests made to CATSA much more efficiently.

## Statistical report and trends ...

As the enclosed statistical report shows in the 2005-2006 fiscal year, CATSA received four (4) requests under the *Privacy Act*. All the requests received, including the three (3) carried forward from the previous fiscal year, were processed during the reporting period.

Of the four (4) requests for access to personal information received by CATSA in 2005-2006, two (2) could not be processed because there were no records relating to the request and one was abandoned by the applicant. For the other two (2) requests, partial disclosure was provided.

During the reporting period, CATSA did not extend the statutory 30-day limit prescribed by the *Privacy Act*, as all of the requests were processed within 30 days.

## Complaints and investigations ...

The Privacy Commissioner of Canada did not receive any complaints in the 2005-2006 fiscal year, concerning requests for access to personal information processed by CATSA.

## Organization of activities and procedures ...

CATSA is based in the National Capital Region and employs approximately 240 persons.

During this reporting period, the Director of Legal and Regulatory Affairs was responsible for CATSA's Access to Information program. In CATSA's organizational structure for the 2005-2006 fiscal year, the Legal and Regulatory Affairs Directorate was under the Law and Strategy Branch, headed by a Vice-President, to whom the designation for the purposes of the *Privacy Act* was delegated. Thus, CATSA's access to information program had a Coordinator and an ATIP Advisor who were responsible for administering requests received by the organization.

Regarding the information management, CATSA believes that sound management of records and information is a prerequisite to the successful application of the *Privacy Act* and a key component of good governance.

It should be observed that the current Information Management program supports the Subject Classification System (SCS) to define CATSA's programs and functions. The SCS is used to organize official records.

It is also noteworthy that the organization's Information Management division is working with Library and Archives Canada on the new functional classification system for government records. This approach will further increase record-keeping efficiency by offering the option of tailoring the system to CATSA's programs. The new approach will continue to ensure CATSA's compliance with the *Privacy Act*.

Like any responsible organization, CATSA has established institutional procedures for the requests for access to information it receives. These procedures provide that once the requests are entered in the management information system, they go directly to the Access to Information Coordinator. The ATIP Advisor takes care of all the administrative and statutory duties related to information access.

The ATIP Advisor coordinates the retrieval of the requested records from the organization's office of primary interest (OPI). The ATIP Advisor is responsible for reviewing records relating to the request and applying the exemptions and/or exclusions provided under the *Act*.

Once all the exemptions and exclusions have been identified, the ATIP Advisor coordinates the approval process. The process established by the organization provides that a working copy goes to the OPI, as well as the ATIP Coordinator, for initial approval of the exemptions and/or exclusions, then the records go to the Vice-President of the program concerned, as well as the Vice President of Law and Strategy for final approval.

Once the senior management approvals have been obtained, the ATIP Advisor prepares the records to be disclosed and a reply is sent to the applicant, under the signature of the Coordinator.

In the 2005-2006 fiscal year, the program Coordinator continued developing information sessions for CATSA employees and senior executives to raise their awareness of the importance and scope of the *Privacy Act*.

## Initiatives...

In order to enhance the security of the restricted areas in airports, CATSA has implemented a new identity card program called RAIC. RAIC is the acronym for Restricted Area Identification Card.

For this project, CATSA conducted a Preliminary Privacy Impact Assessment (PPIA) and, in accordance with the recommendations of the Office of the Privacy Commissioner, is in the process of finalizing a Privacy Impact Assessment (PIA), to ensure that the privacy of personal information would be respected. The PIA identifies risks to privacy and discusses risk reduction measures, as per the Treasury Board PIA policy.

CATSA intends to continue to collaborate fully with the Office of the Privacy Commissioner to show Canadians that the organization respects their privacy and places a priority on protecting personal information used in programs and services for Canadians.

## Conclusion...

CATSA recognizes and respects the fundamental principle behind the *Privacy Act*: protect the privacy of individuals with respect to personal information about themselves held by a government institution and provide individuals with a right of access to that information.

CATSA promises to meet the legal requirements prescribed in the *Privacy Act*, and to adhere to the principles rooted in international data protection standards which are based on the Canadian Standards Association's Model Privacy Code for the Protection of Personal Information with respect to the personal information held by this institution.



REPORT ON THE PRIVACY ACT  
RAPPORT CONCERNANT LA LOI SUR LA PROTECTION  
DES RENSEIGNEMENTS PERSONNELS

Institution CANADIAN AIR TRANSPORT SECURITY AUTHORITY ADMINISTRATION CANADIENNE DE LA SÛRETÉ DU TRANSPORT AÉRIEN	Reporting period / Période visée par le rapport 4/1/2005 to/a 31/3/2006
------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------

<b>I</b>	<b>Requests under the Privacy Act / Demandes en vertu de la Loi sur la protection des renseignements personnels</b>	
	Received during reporting period / Reçues pendant la période visée par le rapport	4
	Outstanding from previous period / En suspens depuis la période antérieure	3
	<b>TOTAL</b>	<b>7</b>
	Completed during reporting period / Traitées pendant la période visées par le rapport	7
	Carried forward / Reportées	0

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

<b>III</b>	<b>Exemptions invoked / Exceptions invoquées</b>	
S. Art. 18(2)		0
S. Art. 19(1)(a)		0
(b)		0
(c)		0
(d)		0
S. Art. 20		0
S. Art. 21		4
S. Art. 22(1)(a)		0
(b)		4
(c)		0
S. Art. 22(2)		0
S. Art. 23 (a)		0
(b)		0
S. Art. 24		0
S. Art. 25		0
S. Art. 26		3
S. Art. 27		0
S. Art. 28		0

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

<b>V</b>	<b>Completion time / Délai de traitement</b>	
30 days or under / 30 jours ou moins		4
31 to 60 days / De 31 à 60 jours		0
61 to 120 days / De 61 à 120 jours		3
121 days or over / 121 jours ou plus		0

<b>VI</b>	<b>Extentions / Prorogations des délais</b>	
	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Interference with operations / Interruption des opérations	1	
Consultation	0	
Translation / Traduction	0	0
<b>TOTAL</b>	<b>1</b>	<b>0</b>

<b>VII</b>	<b>Translations / Traductions</b>	
Translations requested / Traductions demandées		0
Translations prepared /	English to French / De l'anglais au français	0
Traductions préparées	French to English / Du français à l'anglais	0

<b>VIII</b>	<b>Method of access / Méthode de consultation</b>	
Copies given / Copies de l'original		4
Examination / Examen de l'original		0
Copies and examination / Copies et examen		0

<b>IX</b>	<b>Corrections and notation / Corrections et mention</b>	
Corrections requested / Corrections demandées		0
Corrections made / Corrections effectuées		0
Notation attached / Mention annexée		0

<b>X</b>	<b>Costs / Coûts</b>	
Financial (all reasons) / Financiers (raisons)		
Salary / Traitement	\$	10838
Administration (O and M) / Administration (fonctionnement et maintien)	\$	3760
<b>TOTAL</b>	<b>\$</b>	<b>14598</b>
Person year utilization (all reasons) / Années-personnes utilisées (raisons)		
Person year (decimal format) / Années-personnes (nombre décimal)		0.2

