



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***

**2010- 2011**

## **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 (CATSA'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 Director, Strategy, who is also the organization's Access to Information and Privacy (ATIP) Coordinator. The ATIP Unit is comprised of three positions: one coordinator, one manager, and one senior advisor. The ATIP Coordinator reports to the President and

Chief Executive Officer and is responsible for supervising the work and quality of documents released by CATSA.

This is the eighth 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](http://www.catsa.gc.ca).

Signed and dated Delegation Order is attached as Annex A.

### III - STATISTICAL REPORT INTERPRETATION

In 2010/11, CATSA received 11 *Privacy Act* requests, an increase from the two requests that CATSA processed in the previous reporting period.

All requests were completed by March 31, 2011, and none were carried forward into fiscal year 2011-2012.

Of the 11 requests that were completed, full disclosure was provided for one request and partial disclosure was provided for three requests. One file was transferred. In all cases, where disclosure was made, copies were provided. Besides this, CATSA was unable to process six requests for various reasons, mainly cases where there were no records.

Where access was denied, these reasons were cited:

| <u>Reason</u>  | <u>Number of Cases</u> |
|--|------------------------|
| • information received from a municipal or regional government | 1                      |
| • international affairs and defence                            | 1                      |
| • lawful investigation   | 3                      |
| • personal information   | 3                      |
| • solicitor/client privilege                                   | 1                      |

For the eleven requests completed in 2010/11, no extensions were taken. Six of the requests were completed in 30 days or less; four 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 Agency and no investigations were established.

The full Statistical Report on the Administration of the *Privacy Act* is attached as Annex B.

#### **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*. In addition, awareness raising initiatives are part of new employees' information sessions. No other formal training exercises were undertaken during the period covered by this report.

#### **V - POLICIES, GUIDELINES, PROCEDURES**

While no new guidelines, policies or procedures were initiated in 2010/11, CATSA has changed the composition of its team and has retained the service of an experienced Senior ATIP Advisor whose main focus has been on improving CATSA's treatment of Privacy files.

In 2010/11, he consulted with the Senior Advisor, Policy, in the drafting of policies on the collection, retention, use and destruction of personal information by CATSA and on the policy pertaining to the requirements for the issuance of Privacy Impact Assessments.

CATSA will continue to strive to respond to requesters' needs as effectively and efficiently as possible in the next fiscal year.

#### **VI - COMPLAINTS**

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

#### **VII - PRIVACY IMPACT ASSESSMENTS**

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. Privacy Impact Assessments and Preliminary Privacy Impact Assessments are forwarded to the Office of the Privacy Commissioner.

Preliminary Privacy Impact Assessments 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 completed two Preliminary Privacy Impact Assessments, initiated two Privacy Impact Assessments, completed one Privacy Impact Assessment and forwarded one Privacy Impact Assessment to the Office of the Privacy Commissioner, all with the goal to ensure that personal information entrusted to the Authority was properly protected.

Privacy Impact Assessment summaries are available on the Access to Information and Privacy portion of the CATSA website, see [www.catsa.gc.ca](http://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*