



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

Canadian Air Transport Security Authority

Annual Reports on the Administration of the *Access to Information Act* and the *Privacy Act*

2008-2009



I - INTRODUCTION

Since its creation in April 2002 through Bill C-49, the Canadian Air Transport Security Authority (CATSA) has been responsible for the provision of key aviation security services at all major airports in Canada; namely, conducting security screening of 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. CATSA's responsibilities fall into four major areas: Pre-board screening of passengers and their belongings; Acquisition, deployment, operation and maintenance of detection systems at airports; Implementation of a restricted area identification card; The screening of non-passengers entering airport restricted areas

Responsibility for processing requests received under the *Access to Information Act* and the *Privacy Act* rests with the Director, Executive Services, who is also the Authority's Access to Information and Privacy Coordinator. Due to the limited number of information requests, there is no staff dedicated to the function, and most of the work is done on a consulting basis. During this reporting period, there were no specific aspects of the workload that require elaboration.

This is the sixth annual report on the administration of the *Access to Information Act* and *Privacy Act* that CATSA has tabled in Parliament. The previous such reports are available at the "Corporate Publications" section of the CATSA website: www.catsa.gc.ca.

II - ACCESS TO INFORMATION

WORKLOAD

In 2008-2009, CATSA received 39 *Access to Information Act* requests, somewhat less than the 52 requests received the previous fiscal year. When combined with the four requests carried over from 2007-2008, this means that CATSA was responsible for processing 43 requests during this reporting period.

Thirty requests were completed by March 31, 2008, and one request was carried forward into 2008-2009.



STATISTICS

Twenty nine requests were from the media, six were from businesses and four requests were from the public.

Of the thirty requests that were completed, full disclosure was provided for 6 requests, partial disclosure was provided for twelve requests and nothing was disclosed for two requests. In all cases where disclosure was made, copies were provided. Besides this, CATSA was unable to process ten requests for various reasons including cases where there were no records and requests were abandoned.

Where access was denied, these reasons were cited:

	<u>Number of Cases</u>
- international relations/defence	2
- security	5
- financial interests of Canada	2
- personal information	4
- third party commercial information	2
- operations of government	14
- testing procedures	1
- solicitor client privilege	2
- statutory prohibitions	2
- cabinet confidences	5

For the thirty requests completed in 2008-2009, it was necessary to extend the time frame of six requests in order to conduct external consultation; the extension was for 30 days or under. It was also necessary to extend the timeframe of six requests in order to conduct external consultations; on six occasions the length of those extensions was for 31 days or over.

Twenty eight requests were completed in 30 days or less, seven requests took between 31 and 60 days to complete, four requests took between 61 and 120 days to complete and it took 121 days or more to complete one request.



During 2008-2009, one requester complained to the Information Commissioner about various aspects of the processing of his request. To date, the matter has not been resolved.

CATSA recognizes that there is always room for improvement and will make every effort to maintain its processing times in the next fiscal year. The following are some new developments undertaken by CATSA to pursue this commitment:

- The re-organization of the ATIP unit
- The hiring of an experience ATIP Advisor
- The establishment of defined procedures for processing requests
- The ongoing development of training/awareness programs for CATSA employees and senior executives

RESOURCES

It is estimated that a total of \$ 55,000 was spent on the administration of the *Access to Information Act* and staffing amounted to 0.20 of a full-time equivalent.



III – PRIVACY

WORKLOAD

In 2008-2009, CATSA received five *Privacy Act* requests. None are request carried over from 2007-2008.

All five of the requests were completed by March 31, 2008.

STATISTICS

Of the five requests that were completed, partial disclosure was provided once, it was not possible to process three requests for various reasons and two requests were all disclosed.

Five requests were all completed within 30 days.

No complaints were made to the Privacy Commissioner during 2008-2009.

CATSA did not have a requirement to initiate any Privacy Impact Assessments or Preliminary Privacy Impact Assessments. No disclosures were made pursuant to subsections 8(2) (a) to 8(2) (m) of the *Act*, and no new data matching or sharing activities were undertaken.

RESOURCES

It is estimated that a total of \$ 15,000 was spent on the administration of the *Privacy Act* and staffing amounted to 0.10 of a full-time equivalent.

IV - SUMMARY

The Canadian Air Transport Security Authority takes its responsibilities under both the *Access to Information Act* and the *Privacy Act* very seriously and will continue to respond to requesters' needs as effectively and efficiently as possible.



V - ANNEXES

Annex A: Delegation Orders pursuant to s. 73 of the *Access to Information Act*
and s. 73 of the *Privacy Act*

Annex B: Statistical Report on the Administration of the *Access to Information Act*

Annex C: Statistical Report on the Administration of the *Privacy Act*