



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*

2009-2010



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, Strategy, who is also the Authority's Access to Information and Privacy Coordinator. The ATIP Unit is comprised of two (2) positions: 1 coordinator, 1 senior analyst. The ATIP Coordinator reports to the President and CEO and is responsible for supervising the work and quality of documents released by CATSA.

This is the seventh 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 2009-2010, CATSA received 109 *Access to Information Act* requests, a considerable increase from the 39 requests received the previous fiscal year. When combined with the twelve requests carried over from 2008-2009, this means that CATSA was responsible for processing 121 requests during this reporting period.

Ninety-nine (99) requests were completed by March 31, 2010, and twenty two (22) requests were carried forward into 2010-2011.



STATISTICS

Forty seven (47) requests were from the media, fifty six (56) were from businesses, two (2) from organizations and four (4) requests were from the public.

Of the ninety nine (99) requests that were completed, full disclosure was provided for twenty (20) requests, partial disclosure was provided for thirty four (34), nothing disclosed for four (4) requests and one (1) request was transferred to another department. In all cases where disclosure was made, copies were provided. Besides this, CATSA was unable to process forty (40) 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	5
- security	13
- financial interests of Canada	4
- personal information	17
- third party commercial information	21
- operations of government	1
- testing procedures	2
- solicitor client privilege	7
- statutory prohibitions	13
- cabinet confidences	8

For the ninety nine requests completed in 2009-2010, it was necessary to extend the time frame of fifteen requests in order to conduct external consultation; the extension was for 30 days or under. It was also necessary to extend the timeframe of twenty two requests in order to conduct external consultations; on thirteen occasions the length of those extensions was for 31 days or over.

Sixty seven requests were completed in 30 days or less, sixteen requests took between 31 and 60 days to complete, ten requests took between 61 and 120 days to complete and it took 121 days or more to complete six requests.



During 2009-2010, one requester generated 39 complaints to the Information Commissioner about various aspects of the processing of his requests. To date, the majority of the complaints have been resolved.

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

- the establishment of defined procedures for processing requests;
- the ongoing development of training/awareness programs for CATSA employees and senior executives;
- developing corporate-wide Access to Information policies and practices to guide access to and protection of personal information.

Awareness Raising Initiatives

During the fiscal year 2009-2010, efforts were focused on training and awareness activities. Numerous specialized sessions were also developed and delivered. In addition to responding to official requests, ATIP also provides ongoing advice and guidance to CATSA employees concerning the interpretation and application of the *Access to Information Act* related to corporate policy development and initiatives. In 2009–2010, one senior advisor was responsible for this function, including the delivery of training and awareness sessions across CATSA.

Reading Rooms

Section 71 of the Access to Information Act requires government institutions to provide facilities where members of the public may obtain information. The following CATSA locations in Ottawa have been designated as public reading rooms.

Access to Information and Privacy
Canadian Air Transport Security Authority
99 Bank Street, 13th floor
Ottawa, Ontario K1P 6B9

RESOURCES

It is estimated that a total of \$ 60,000 was spent on the administration of the *Access to Information Act* and staffing amounted to 0.9 of a full-time equivalent.



III – PRIVACY

WORKLOAD

In 2009-2010, CATSA received two *Privacy Act* requests. None were carried over from 2008-2009.

All two of the requests were completed by March 31, 2010.

STATISTICS

Of the two requests that were completed, partial disclosure was provided once; it was not possible to process the other request for various reasons.

Two requests were all completed within 30 days.

No complaints were made to the Privacy Commissioner during 2009-2010.

Privacy Impact Assessments

To fulfill its 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) and Preliminary Privacy Impact Assessments (PPIAs), in accordance with Treasury Board policy, as a risk management tool. Privacy Impact Assessments and PPIA's are forwarded to the Office of the Privacy Commissioner.

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

During the year, CATSA initiated five Privacy Impact Assessments and three Preliminary Privacy Impact Assessment as part of its efforts to ensure that personal information entrusted to the Authority was protected.

Privacy Impact Assessment summaries are available on the Access to Information and Privacy portion of the CATSA web site.



Disclosures

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*