



Defence Construction Canada
Construction de Défense Canada



DEFENCE CONSTRUCTION (1951) LIMITED

Annual Report

on the *Privacy Act*

April 1, 2012 - March 31, 2013

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Report on the *Privacy Act*

Introduction

The *Privacy Act* (hereafter the “*PA*”) protects the privacy of Canadian citizens and permanent residents against the unauthorized use and disclosure of personal information about themselves held by a government institution. It also provides individuals with a right of access to that information and the right to correct inaccurate personal information. In addition, the *PA* legislates how the government collects, stores, disposes, uses and discloses personal information.

Section 72 of the *PA* requires that the Head of every federal government institution submit an annual report to Parliament on the administration of this *Act* over the fiscal year. This Annual Report provides a summary of the management and administration of the *PA* within Defence Construction (1951) Limited (DCC) for the fiscal year 2012–2013.

Mandate of DCC

The principal mandate of DCC, pursuant to the *Defence Production Act*, is to meet the infrastructure and environmental needs of DND/CF by providing quality services. DCC’s mission is to deliver and maintain infrastructure and environmental projects and services, and provide full lifecycle infrastructure support, required for the defence of Canada. DCC is an agent of the Crown incorporated for the purpose of carrying out the procurement for and delivering of defence infrastructure projects. The *Defence Production Act* defines a defence contract as a contract with an agent of Her Majesty that in any way relates to defence projects or to the designing, manufacturing, producing, constructing, finishing, assembling, transporting, repairing, maintaining, servicing or storing of or dealing in defence projects. DCC’s Letters Patent permit DCC to take on, lease, or in exchange, procure, purchase or otherwise acquire, construct, alter, renovate, add to, improve, and to hold, manage, maintain, operate, supervise, repair, heat, sell, salvage, realize or otherwise dispose of real and personal property—and in particular, lands and buildings. DCC reports to Parliament through the Minister of Public Works and Government Services.

DCC’s Access to Information and Privacy Office

DCC’s Access to Information and Privacy (ATIP) Office is accountable for the development and implementation of effective policies, guidelines, systems, and procedures to ensure that DCC meets its responsibilities under the *Access to Information Act* and the *PA*.

The main activities of the ATIP Office include:

- monitoring compliance with the acts, regulations, and relevant procedures and policies;
- processing requests under both Acts;
- developing and maintaining policies, procedures, and guidelines to ensure that DCC respects the acts;
- promoting awareness of the acts within DCC to ensure that employees are aware of their responsibilities;
- preparing annual reports to Parliament and other statutory reports, as well as other material that may be required by central agencies;

- representing DCC in dealings with the Treasury Board of Canada Secretariat (TBS), the information and privacy commissioners, and other government departments and agencies to determine how the acts apply to DCC; and
- helping DCC meet its commitments to ensure openness and transparency, through proactive and informal disclosure of information.

The ATIP Office is composed of the ATIP Coordinator and one administrative assistant.

Delegation of Authority

Pursuant to section 73 of the *PA*, the President's authority has been delegated to enable the Corporation in meeting its legislated requirements. The President delegated his powers and duties to the ATIP Program Coordinator.

See **Appendix A** for the Delegation Order.

Education and Training

During the 2012-2013 reporting period, DCC integrated ATIP awareness-building as part of the new document and records management system training provided to employees. This training included an overview of DCC's ATIP Office and its function and the role of DCC employees in assisting the ATIP Office to fulfill its mandate. Employees were trained to better manage information in the workplace, identify and save official records, and manage information more effectively in accordance with legislation and policy requirements. Access to information and privacy awareness continues to be part of employee orientation for all DCC staff.

Summary of Activities and Highlights

The ATIP Coordinator, which is also the manager responsible for Document and Records Management (DM) at DCC, gave an overview of ATIP at several DM training sessions at various DCC offices across Canada during 2012–2013. The total number of participants was not documented.

DCC's ATIP Coordinator and Administrative Assistant participated in several TBS training sessions throughout the 2012–2013 fiscal year in order to continue to broaden our knowledge of the *ATIA* and *PA* legislative requirements. Additionally, they attended the ATIP Community Meeting to connect with the broader ATIP community.

Policies, Guidelines and Procedures

Our institution did not implement any new and/or revised Access to Information policies, guidelines or procedures during the reporting period.

Privacy Act Statistical Report

Requests

Appendix B provides the statistical report on *PA* applications processed by Defence Construction Canada between April 1, 2012 and March 31, 2013.

There was one official request received at Defence Construction Canada under the *PA* in 2012–2013. One privacy request was carried over from the previous fiscal year.

Disposition of Requests

One privacy request was abandoned and one request was transferred to another department.

Exemptions Invoked

N/A

Completion Times

N/A

Privacy Impact Assessments

No Privacy Impact Assessments were completed during fiscal year 2012–2013.

Disclosures Pursuant to Paragraph 8(2)(m)

No disclosures pursuant to paragraph 8(2)(m) were made during fiscal year 2012–2013.

Translation

There were no requests for the translation of information from one official language to another.

Costs

The costs directly associated with administration of the *PA* for the 2012–2013 fiscal year are estimated to be \$2,542.

Complaints and Requests for Judicial Review

No complaints or investigations were received by our institution during the reporting period.

APPENDIX A: Delegation Order – Access to Information Act and Privacy Act



Defence Construction Canada
Construction de Défense Canada

ACCESS TO INFORMATION AND PRIVACY ACT DELEGATION ORDER

ARRÊTÉ SUR LA DÉLÉGATION EN VERTU DE LA LOI SUR L'ACCÈS À L'INFORMATION ET DE LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

<p>The President and CEO of Defence Construction (1951) Limited, pursuant to section 73 of the <i>Access to Information Act</i> and the <i>Privacy Act</i>, hereby designates the person holding the position set out below, or the person occupying on an acting basis the position, to exercise the powers and functions of the President as the head of a government institution, under the section of the Act set out in the attached schedules. This Designation Order supersedes all previous Designation Orders.</p>	<p>En vertu de l'article 73 de la Loi sur l'accès à l'information et la Loi sur la protection des renseignements personnels, le Président et premier dirigeant de Construction de Défense (1951) Limitée délègue au titulaire du poste mentionné ci-après, ainsi qu'à la personne occupant à titre intérimaire ledit poste, les attributions dont il est, en qualité de responsable d'une institution fédérale, investie par les articles des Loi mentionnées dans les annexes ci-jointes. Le présent décret de délégation remplace et annule tout décret antérieur.</p>
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Position / Poste	<i>Access to Information Act</i> and Regulations <i>Loi sur l'accès à l'information</i> et règlements	<i>Privacy Act</i> and Regulations <i>Loi sur la protection des renseignements personnels</i> et règlements
Manager, Corporate Administrative Services Gestionnaire, Services administratifs de l'entreprise	Schedule A Annexe A	Schedule B Annexe B

Dated, at the City of Ottawa, this <u>7th</u> day of <u>June</u> , 2010.	Daté, en la ville d'Ottawa, ce <u>7^e</u> jour de <u>Juin</u> 2010.
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LE PRÉSIDENT ET PREMIER DIRIGEANT
CONSTRUCTION DE DEFENSE (1951) LIMITEE

PRESIDENT AND CEO
DEFENCE CONSTRUCTION (1951) LIMITED

APPENDIX B: Statistical Report on the *Privacy Act*



Government
of Canada

Gouvernement
du Canada

Statistical Report on the *Privacy Act*

Name of institution: Defence Construction (1951) Limited

Reporting period: 4/1/2012 to 3/31/2013

PART 1 – Requests under the *Privacy Act*

	Number of Requests
Received during reporting period	1
Outstanding from previous reporting period	1
Total	2
Closed during reporting period	2
Carried over to next reporting period	0

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	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	0	0	0	0	0	0	1
Request abandoned	0	0	1	0	0	0	0	1
Total	1	0	1	0	0	0	0	2

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	0
19(1)(f)	0	22.1	0	27	0
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	0	0	0
Disclosed in part	0	0	0
Total	0	0	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	0	0	0
Disclosed in part	0	0	0
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	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0	0	0
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	1	0	0	0	0	0	0	0	0	0

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	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	1	1
Total	0	0	0	1	1

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

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	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	0	0	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	0	0	0	0
Total	0	0	0	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	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	0	0	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	More 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

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	More 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		\$2,542
Overtime		\$0
Goods and Services		\$0
• Contracts for privacy impact assessments	\$0	
• Professional services contracts	\$0	
• Other	\$0	
Total		\$2,542

8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	1.00	1.00	2.00
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	0.00	0.00
Students	0.00	0.00	0.00
Total	1.00	1.00	2.00

Appendix C: Completed Privacy Impact Assessments (PIAs)

Institution	Number of Completed PIAs
Defence Construction Canada	Nil