

Annual Report to Parliament

Privacy Act

**International Development
Research Centre**

2010-2011

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INTRODUCTION

The *Privacy Act* (R.S.C., 1985, c. P-21) (the “Act”) was proclaimed on July 1, 1983.

The *Privacy Act* (the “Act”) gives Canadian citizens or a permanent resident the right to access information about them that is held by the federal government. It also protects against unauthorized disclosure of that personal information. In addition, it strictly controls how the government will collect, use, store, disclose, and dispose of any personal information.

The Annual Report is prepared and tabled in Parliament in accordance to section 72 of the *Privacy Act*.

The Annual Report provides a summary of the management and administration of the Act within the International Development Research Centre for the fiscal year 2010-2011.

IDRC’S ORGANIZATION AND MANDATE

The International Development Research Centre (IDRC or the “Centre”) is a Crown corporation that was established in 1970. It is guided by an international Board of Governors. IDRC reports to Canada’s Parliament through the Minister of Foreign Affairs.

The *IDRC Act* (R.S.C., 1985, c. I-19) directs the Centre, in subsection 4(1) “to initiate, encourage, support and conduct research into the problems of the developing regions of the world and into the means for applying and adapting scientific, technical and other knowledge to the economic and social advancement of those regions.”

In carrying out this mandate, the Centre helps developing countries use science and knowledge to find innovative, practical, long-term solutions to the social, economic, technological, and environmental problems they face. The Centre focuses its research and intellectual support across five broad areas: (1) Agriculture and the Environment; (2) Information and Communication Technologies for Development; (3) Innovation, Policy and Science; (4) Research for Health Equity; and (5) Social and Economic Policy.

IDRC remains engaged in local and regional contexts by maintaining regional offices across the developing world – in Africa, Asia, Latin America and the Caribbean, and the Middle East.

STRUCTURE OF THE ATIP OFFICE

The responsibility and accountability for the development, coordination and implementation of effective policies, guidelines, systems and procedures to enable the efficient processing of requests under the *Privacy Act* rests with the Access to Information and Privacy (ATIP) Coordinator who is also the Legal Coordinator. The Legal and ATIP Coordinator reports to the Secretary and General Counsel, who reports to the President.

The Access to Information and Privacy Coordinator oversees the implementation of the *Privacy Act* within the International Development Research Centre, and ensures compliance with the legislation. The Office of the Secretary and General Counsel provides legal advice and assistance with requests of a sensitive nature, as needed. The ATIP Coordinator works with the Centre's Information Management Technology Division staff to ensure that access to Centre information in all forms respects the requirements of the *Access to Information Act* and the *Privacy Act*.

STATISTICS

As indicated in the Report on the Privacy Act (Annex A), there was no formal request under the *Privacy Act* received by the International Development Research Centre during the reporting period of April 1, 2010 to March 31, 2011. As indicated in Annex B, the Centre did not initiate any Privacy Impact Assessments (PIA) during this reporting period and, therefore, no assessments were forwarded to the Office of the Privacy Commissioner.

INSTITUTIONAL POLICIES AND PROCEDURES

The Centre did not implement any new or revised privacy policies, guidelines or procedures during the reporting period.

DELEGATION OF AUTHORITY

As indicated in the Designation Order of May 10, 2010 (Annex D), pursuant to section 73 of the *Privacy Act*, the President has designated the person holding the position of Legal and Access to Information and Privacy Coordinator in the International Development Research Centre to exercise the powers and perform the duties and functions of the President as the head of a government institution under the *Act*.

EDUCATION AND TRAINING

The Centre did not offer any training activity to employees on the *Privacy Act* during the reporting period. However, the Centre now has an ATIP internet webpage on which IDRC Personal Information Request Form under the *Privacy Act* can be found.

The Access to Information and Privacy Coordinator participates in the regular Access to Information and Privacy Community meetings and assists at privacy information sessions in order to keep abreast of new developments, updates, and general information in the application of the *Act*. Furthermore, the ATIP Coordinator peruses regularly privacy documents provided by the Treasury Board Secretariat and other sources. The ATIP Coordinator is a member of the Canadian Association of Professional Access and Privacy Administrators (CAPAPA).

COMPLAINTS AND INVESTIGATIONS

There were no complaints received concerning the administration of the *Privacy Act*, and no difficulties have been encountered in the administration of the *Privacy Act* during the reporting period.

DISCLOSURE PURSUANT TO PARAGRAPH 8(2)(m)

No privacy requests have been received; therefore there were no disclosures pursuant to paragraph 8(2)(m) for the 2010-2011 reporting period.



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

Institution
International Development Research Centre

Reporting period / Période visée par le rapport
April 1, 2010 to March 31, 2011

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

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

III Exemptions invoked / Exceptions invoquées		
S. Art. 18(2)		0
S. Art. 19(1)(a)		0
(b)		0
(c)		0
(d)		0
S. Art. 20		0
S. Art. 21		0
S. Art. 22(1)(a)		0
(b)		0
(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		0
S. Art. 27		0
S. Art. 28		0

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

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

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

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

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

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

X Costs / Coûts		
Financial (all reasons) / Financiers (raisons)		
Salary / Traitement	\$	0
Administration (O and M) / Administration (fonctionnement et maintien)	\$	0
TOTAL	\$	0
Person year utilization (all reasons) / Années-personnes utilisées (raisons)		
Person year (decimal format) / Années-personnes (nombre décimal)		0



Appendix B

Additional Reporting Requirements

Privacy Act

Number of Preliminary Privacy Impact Assessments initiated: 0

Number of Preliminary Privacy Impact Assessments completed: 0

Number of Privacy Impact Assessments initiated: 0

Number of Privacy Impact Assessments completed: 0

Number of Privacy Impact Assessments forwarded to the Office of the Privacy Commissioner (OPC): 0

IDRC did not undertake any of the above-noted activities during the reporting period of April 1, 2010 to March 31, 2011.

Annexe B

Exigences additionnelles en matière d'établissement de rapports

Loi sur la protection des renseignements personnels

Nombre d'évaluations préliminaires des facteurs relatifs à la vie privée amorcées : 0

Nombre d'évaluations préliminaires des facteurs relatifs à la vie privée achevées : 0

Nombre d'évaluations des facteurs relatifs à la vie privée amorcées : 0

Nombre d'évaluations des facteurs relatifs à la vie privée achevées : 0

Nombre d'évaluations des facteurs relatifs à la vie privée acheminées au Commissariat à la protection de la vie privée (CPVP) : 0

Aucune des activités susmentionnées n'a été entreprise par le CRDI pour la période du 1^{er} avril 2010 au 31 mars 2011.

Appendix C**Annexe C****Additional Reporting
Requirements****Exigences additionnelles en matière
d'établissement de rapports*****Privacy Act******Loi sur la protection des
renseignements personnels*****Part III – Exemptions invoked****Partie III – Exceptions invoquées**

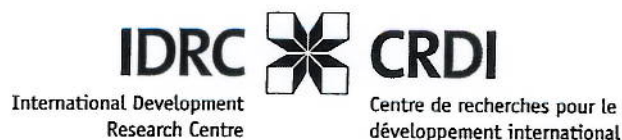
Paragraph 19(1)(e)	0	Alinéa 19(1)(e)	0
Paragraph 19(1)(f)	0	Alinéa 19(1)(f)	0
Section 22.1	0	Article 22.1	0
Section 22.2	0	Article 22.2	0
Section 22.3	0	Article 22.3	0

Part IV – Exclusions cited**Partie IV – Exclusions citées**

Section 69.1	0	Article 69.1	0
Section 70.1	0	Article 70.1	0

Since IDRC did not receive any request under the *Privacy Act*, no exemptions were invoked nor exclusions cited during the reporting period of April 1, 2010 to March 31, 2011.

Puisque le CRDI n'a pas reçu de demande sous la *Loi sur la protection des renseignements personnels*, aucune exception n'a été invoquée et aucune exclusion n'a été citée pour la période du 1^{er} avril 2010 au 31 mars 2011.



May 10, 2010

Privacy Act, s. 73
Designation by Position
(One Officer or Employee)

Privacy Act Designation Order

The President of the International Development Research Centre, pursuant to section 73 of the *Privacy Act*, hereby designates the person holding the position of Legal and Access to Information and Privacy (ATIP) Coordinator in the International Development Research Centre to exercise the powers and perform the duties and functions of the President as the head of a government institution under the *Act*.

A handwritten signature in black ink, which appears to read 'David M. Malone'. The signature is fluid and cursive, written on a white background.

David M. Malone
President