



IDRC | CRDI

International Development Research Centre
Centre de recherches pour le développement international

Annual Report to Parliament

Privacy Act

**INTERNATIONAL DEVELOPMENT
RESEARCH CENTRE**

2012-2013

Canada

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1. INTRODUCTION

The International Development Research Centre is pleased to table its Annual Report to Parliament on the administration of the *Privacy Act* (the Act) for fiscal year 2012-2013, as required under subsections 72(1) and 72(2).

PURPOSE OF THE *PRIVACY ACT*

The [*Privacy Act*](#) (R.S.C., 1985, c. P-21) was proclaimed on July 1, 1983. It gives Canadian citizens or a permanent resident a right to access information about them that is held by the federal government. It also protects against unauthorized disclosure of such personal information. In addition, it strictly controls how the government collects, uses, stores, discloses, and disposes of any personal information.

IDRC MANDATE

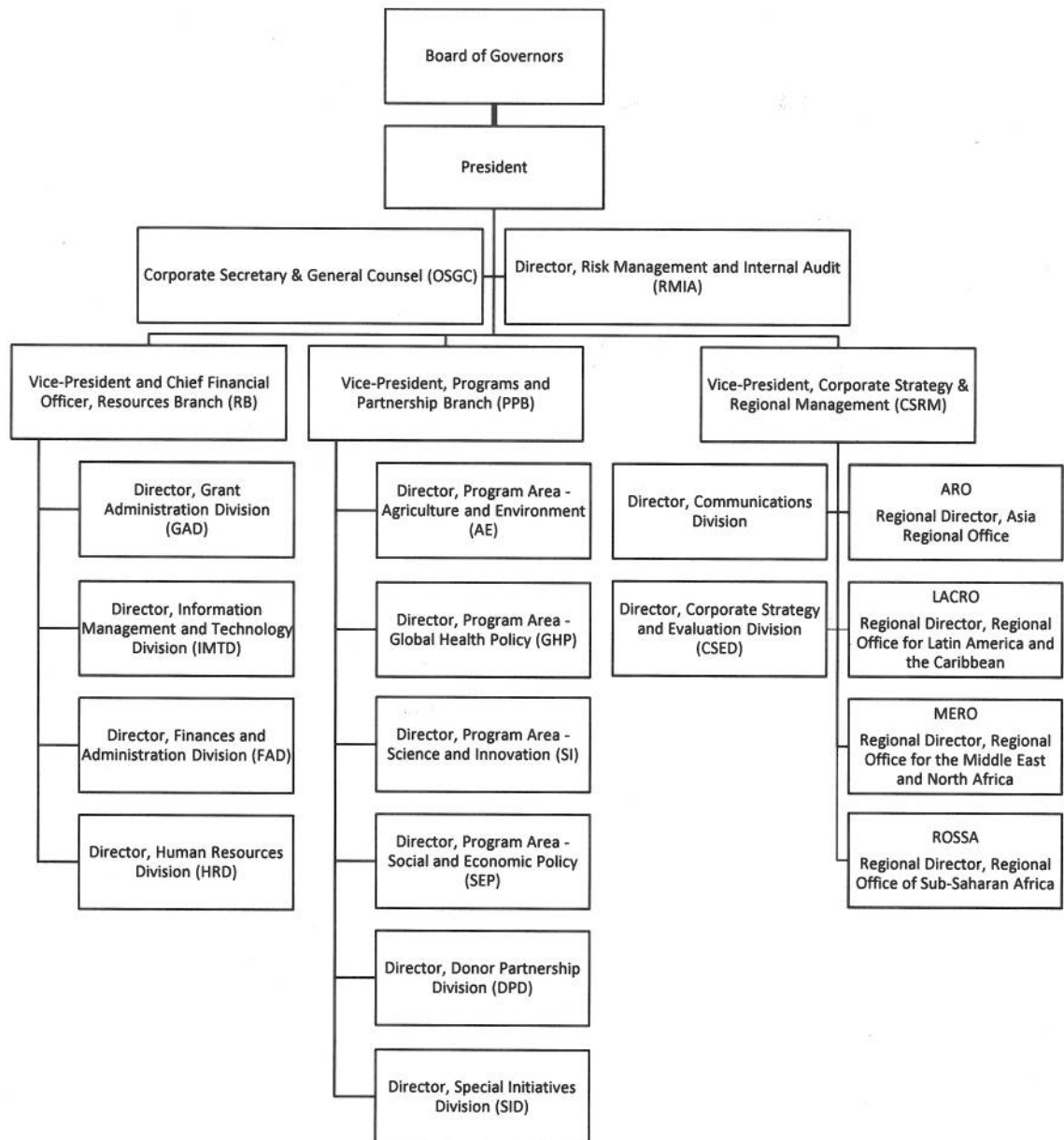
The International Development Research Centre (IDRC or the Centre) is a Crown corporation that was established in 1970. It is guided by a Board of Governors. IDRC reports to Canada's Parliament through the Minister of Foreign Affairs.

The [*IDRC Act*](#) (R.S.C., 1985, c. I-19) mandates IDRC, 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, IDRC helps developing countries find solutions to their problems by encouraging, supporting and conducting research. The focus is to reduce poverty, improve health, support innovation and safeguard the environment. IDRC encourages the sharing of knowledge with policymakers, other researchers and communities around the world. The result is innovative, lasting solutions that aim to bring choice and change to those who need it most.

In doing so, IDRC makes an important contribution to Canada's foreign policy, complementing the work of the Department of Foreign Affairs and International Trade, the Canadian International Development Agency, and other government departments and agencies. This helps promote Canadian values such as political and intellectual pluralism and intellectual diversity, evidence-based policy-making, and democratic dialogue.

2. Organizational Structure



IDRC STRUCTURE

During the reporting period, IDRC employed about 400 people at its Ottawa head office and at four regional offices around the world.

The Program and Partnership Branch is the research programming arm of IDRC which houses the subject specific research teams. The teams work closely with partners to support Southern researchers exploring new and innovative fields in developing countries. Proposals are developed with research partners through existing contacts made during monitoring visits, conferences and meetings with local officials and/or researchers. The goal is to fund policy relevant research under the thematic areas supported by the Centre using the "grants plus approach" where program staff engage with partners in framing research problems, improving research designs and choosing methodologies. This requires the expertise and involvement of program staff working with partners to contribute new ideas and theories, influence practice and policy and strengthen research networks.

The Corporate Strategy and Regional Management Branch has three roles. First, it provides leadership and support in developing and implementing IDRC's strategic planning, evaluation, and corporate reporting functions. Secondly, it is accountable for leading the development and implementation of relationship management strategies with a view to ensuring that IDRC's programs continue to be well understood. Thirdly, the Branch supports IDRC's programming through its regional presence. Regional offices in Africa, Asia, Latin America and the Caribbean, and the Middle East ensure operational coordination, consistency, follow-through, and the provision of timely and responsive service and advice.

Resources Branch's mandate spans four resource management areas including human resources, finance and administration, grant administration, and information. All four areas of activity are managed and administered at headquarters and, to various degrees, in regional offices. The Vice-President of the Branch is also IDRC's Chief Financial Officer and is responsible for the management of the financial affairs of IDRC.

STRUCTURE OF THE ACCESS TO INFORMATION AND PRIVACY 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 *Act* rests with the ATIP Coordinator. The ATIP Coordinator reports to the Secretary and General Counsel, who reports to the President.

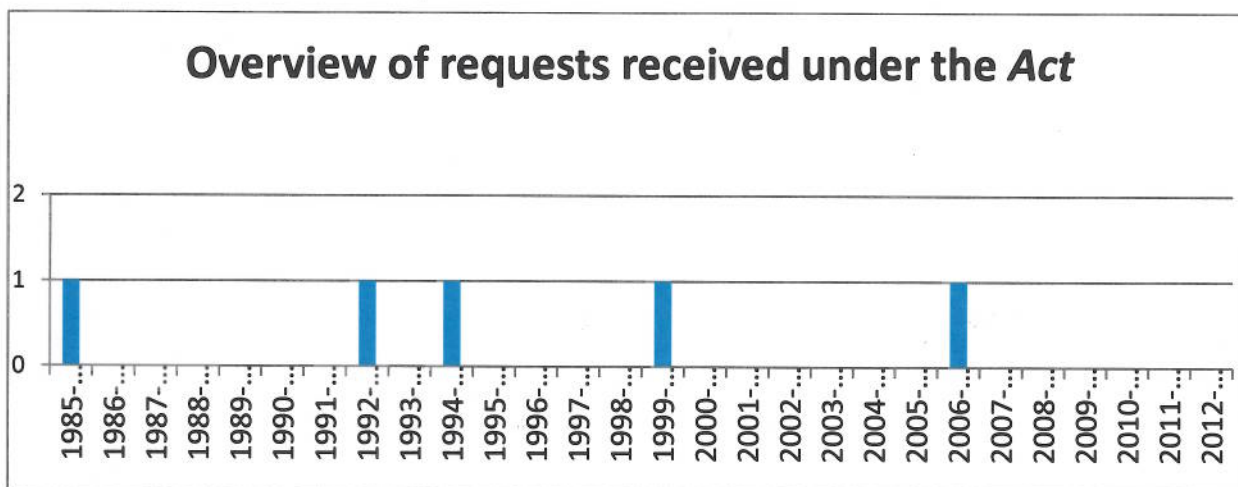
The ATIP Coordinator oversees the implementation of the *Privacy Act* within IDRC, and ensures compliance with the Act. The Office of the Secretary and General Counsel provides legal advice on the Act and handles requests of a sensitive nature, as needed. The ATIP Coordinator works with the Centre's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

3. DELEGATION OF AUTHORITY

As indicated in the Designation Order of April 18, 2013 (Appendix A), pursuant to section 73 of the *Privacy Act*, the President has designated the person holding the position of ATIP Coordinator at IDRC to exercise the powers and perform the duties and functions of the President, as the head of a government institution, under the *Act*.

4. INTERPRETATION OF THE STATISTICAL REPORT

STATISTICAL OVERVIEW



INTERPRETATION OF THE STATISTICAL REPORT

As indicated in the Statistical Report on the *Act* (Annex B), there were no formal requests received under the *Act* by IDRC during the reporting period from April 1, 2012 to March 31, 2013.

5. TRAINING

IDRC did not offer any training activity to employees on the *Act* during the reporting period.

6. INSTITUTIONAL POLICIES, GUIDELINES, AND PROCEDURES

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

7. COMPLAINTS AND INVESTIGATIONS

Since no complaints were received concerning the administration of the *Act*, during the reporting period, no investigations were undertaken.

8. PRIVACY IMPACT ASSESSMENT

IDRC 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.

9. 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 reporting period.



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Appendix A

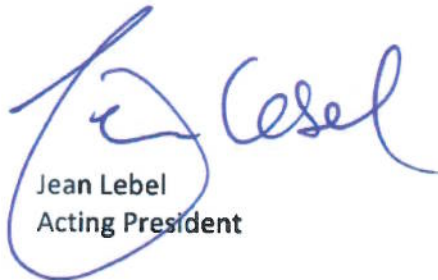
April 18, 2013

Privacy Act, s. 73

Designation by Position
(One Officer or Employee)

Privacy Act Designation Order

The President of the International Development Research Centre (IDRC), pursuant to section 73 of the *Privacy Act*, hereby designates the person holding the position of Executive Assistant, President's Office at IDRC to exercise the powers and perform the duties and functions of the President as the head of a government institution under the Act until June 30, 2013. The person holding the position of Executive Assistant, President's Office at IDRC shall exercise such powers and perform such duties under the supervision of the Secretary and General Counsel at IDRC.



Jean Lebel
Acting President

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Canada

**Statistical Report on the *Privacy Act***Name of institution: International Development Research CentreReporting period: 01/04/2012 to 31/03/2013**PART 1 – Requests under the *Access to Information Act***

	Number of Requests
Received during reporting period	
Outstanding from previous reporting period	0
Total	0
Closed during reporting period	0
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	0	0	0	0	0	0	0	0
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

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	0

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	
	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	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	0	0	0	0	0	0	0	0	0	0
Total	0	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	0	0
Total	0	0	0	0	0

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 conversation
		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 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	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	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		\$0
Overtime		\$0
Goods and Services		\$0
• Contracts for privacy impact assessments	\$0	
• Professional services contracts	\$0	
• Other	\$0	
Total		\$0

8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	0	0	0
Part-time and casual employees	0	0	0
Regional staff	0	0	0
Consultants and agency personnel	0	0	0
Students	0	0	0
Total	0	0	0

Appendix C

Completed Privacy Impact Assessments (PIAs)

Institution	Number of Completed PIAs
International Development Research Centre	Nil