



# Privacy Act Annual Report

Report on the Privacy Act  
2012-2013

**AECL's Access to  
Information and Privacy  
Office**

**177-511600-041-008  
Revision 0**

2013 June

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**Revision 0**

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## Revision History

## Liste de révisions

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## TABLE OF CONTENTS

SECTION	PAGE
1. INTRODUCTION .....	1
2. 2012-2013 HIGHLIGHTS .....	1
3. AECL'S ACCESS TO INFORMATION AND PRIVACY OFFICE .....	2
3.1 ATIP's Organizational Chart .....	3
3.2 Accountability of the Access to Information and Privacy Office.....	3
3.2.1 Processing Procedures .....	3
4. PRIVACY DELEGATION ORDER.....	4
4.1 Sections of the Privacy Act Authority .....	4
4.2 Privacy Act Delegation Order.....	5
5. 2012-2013 STATISTICAL REPORT ON THE <i>PRIVACY ACT</i> .....	8
5.1 Interpretation of the 2012-2013 Statistical Report on the <i>Privacy Act</i> .....	14
5.1.1 Part 1 – Requests under the <i>Privacy Act</i> .....	14
5.1.2 Part 2 – Requests Closed During the Reporting Period.....	14
5.1.3 Part 3 – Disclosures under Subsection 8(2) .....	15
5.1.4 Part 4 – Requests for Correction of Personal Information and Notations .....	15
5.1.5 Part 5 – Extensions.....	15
5.1.6 Part 6 – Consultations Received from Other Institutions and Organizations .....	15
5.1.7 Part 7 – Completion Time of Consultations on Cabinet confidences .....	15
5.1.8 Part 8 – Resources Related to the Privacy Act .....	15
5.1.9 Appendix A – Additional Reporting Requirements - Privacy Act .....	15
5.2 Multi-Year Trends .....	16
6. TRAINING .....	16
7. PRIVACY POLICIES .....	17
8. COMPLAINTS AND INVESTIGATIONS .....	17
9. PRIVACY IMPACT ASSESSMENT POLICY.....	17
10. DISCLOSURES PURSUANT TO 8(2)(M) .....	17

## 1. INTRODUCTION

Atomic Energy of Canada Limited (AECL) is an agent Crown corporation reporting to Parliament through the Minister of Natural Resources Canada. AECL is headquartered in Chalk River, Ontario and employs more than 3,250 full-time staff.

AECL provides value to Canadians as: an advisor to, and agent of, the Government of Canada for public policy purposes; an enabler of business innovation and technology transfer; and a generator of highly-qualified people.

AECL's vision is to be a global partner in nuclear innovation. The company's overriding objective or "strategic outcome" is to ensure that Canadians and the world receive energy, health, environmental and economic benefits from nuclear science and technology, with confidence that nuclear safety and security are assured.

On September 1, 2007 the *Federal Accountability Act* amended the *Privacy Act* to include AECL. The purpose of the *Privacy Act* is to protect the privacy of individuals with respect to personal information about themselves held by AECL and provides individuals with a right to access and request correction to this information.

*Section 72* of the *Privacy Act* stipulates that, at the end of each fiscal year, the head of each Government of Canada institution must prepare for submission to Parliament an annual report on the administration of this Act within their respective institution.

This *Privacy Act* annual report is prepared and tabled in accordance with section 72 of the *Privacy Act*. The report provides a summary of the management and activities related to the implementation of the *Privacy Act* within AECL for the fiscal year 2012-2013.

## 2. 2012-2013 HIGHLIGHTS

- AECL received eight new requests in 2012-2013 for information under the *Privacy Act*. Of the total eight requests, 7 were completed and one was carried forward to the next fiscal year.
- All seven requests were completed within 30 days. Three requests were disclosed in part and three others were disclosed in full. AECL was unable to process one request as the requested information did not exist within AECL's custody and control. A total of 577 pages were reviewed.

- AECL worked to identify the collections of personal information. AECL registered six new “Standard Personal Information Banks (PIBs)” with the Information and Privacy Policy Division at Treasury Board Secretariat.
- Two information sessions on the *Privacy Act* were given to approximately 50 employees and senior managers from Personnel Security Services and the Port Hope Area Initiative Office.
- AECL did not disclose any personal information pursuant to subsection 8(2)(m) of the *Privacy Act*.

### 3. AECL’S ACCESS TO INFORMATION AND PRIVACY OFFICE

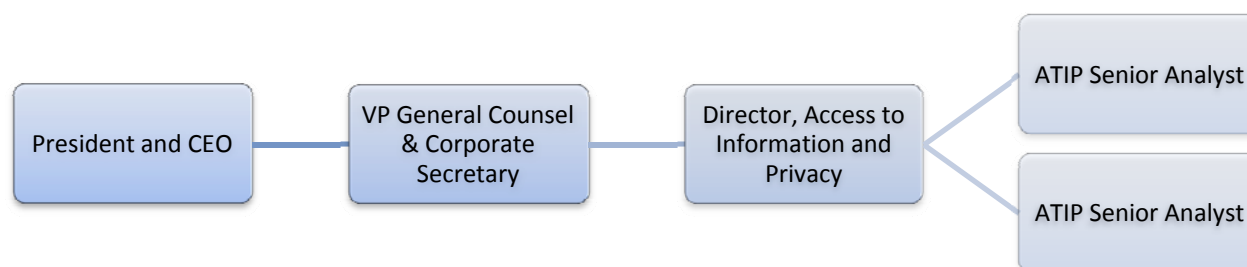
AECL undertakes a series of Program Activities, identified below, that have been established to fulfil the company’s strategic outcome. These programs are aligned with and support the Government of Canada’s science and technology priorities for a clean and healthy environment; healthy Canadians; a safe and secure Canada; and an innovative and knowledge-based economy.

Nuclear Industry Capability	<i>Ensures that the Canadian nuclear sector remains safe and productive, with access to science and technology resources to address emergent technological challenges, and that Canada maintains a strong nuclear power sector.</i>
Nuclear Safety & Security	<i>Ensures that federal activities, regulations and policies, related to nuclear or radiological issues, are supported by the necessary expertise and facilities.</i>
Clean, Safe Energy	<i>Involves the development of energy technologies that make a beneficial impact on Canada’s use of clean energy.</i>
Health, Isotopes & Radiation	<i>Ensures that Canadians experience health benefits from nuclear science and technology.</i>
Nuclear Environmental Stewardship	<i>Ensures that Canada’s federal nuclear sites are clean and healthy environments.</i>
Nuclear Innovation Networks	<i>Ensures that the Canadian science and technology communities can advance their innovation agendas through access to federal nuclear innovation infrastructure and expertise.</i>
Mission-Ready Science & Technology Infrastructure	<i>Ensures that scientists and engineers from AECL and its partner organizations have access to licensed facilities and services that enable nuclear innovation and production in a safe campus environment that is fully compliant with all legislation for conducting nuclear-related activities.</i>

Internal Services	<i>Ensures the business and administrative support functions and infrastructure to enable the efficient and effective delivery of the above programs.</i>
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To fulfill *Privacy Act* responsibilities, AECL established an Access to Information and Privacy (ATIP) Office (ATIPO) in Ottawa, Ontario. The ATIPO consists of two ATIP senior analysts along with a Director who reports to the General Counsel under the Internal Services program activity.

### 3.1 ATIP's Organizational Chart



### 3.2 Accountability of the Access to Information and Privacy Office

AECL uses the same organizational structure for the administration of the *Privacy Act* as the *Access to Information Act*. On behalf of the President & CEO, the ATIP Director and the ATIPO ensure that the Corporation meets all of its obligations under the *Privacy Act* and deals with all applicants fairly and consistently.

Information for a *Privacy Act* request is collected directly from the individual at AECL who holds that information. Approval of the application of exemptions is limited in order to protect the privacy of the applicant. The final decisions on severances, exemptions and exclusions are the responsibility of the ATIP Director.

#### 3.2.1 Processing Procedures

The processing of *Privacy Act* requests is centralized at the ATIPO. AECL's ATIP Director remains accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures that enable the efficient processing of requests under the *Access to Information and Privacy Acts*. The Director is also responsible for related policies, systems and procedures resulting from the *Acts*, such as privacy protection and the collection, inventory and security of personal information banks. The Director acts as the point of contact

for the Institution in dealings with the ATIP Directorate at Treasury Board Secretariat and ATIP counterparts at Government of Canada departments and agencies.

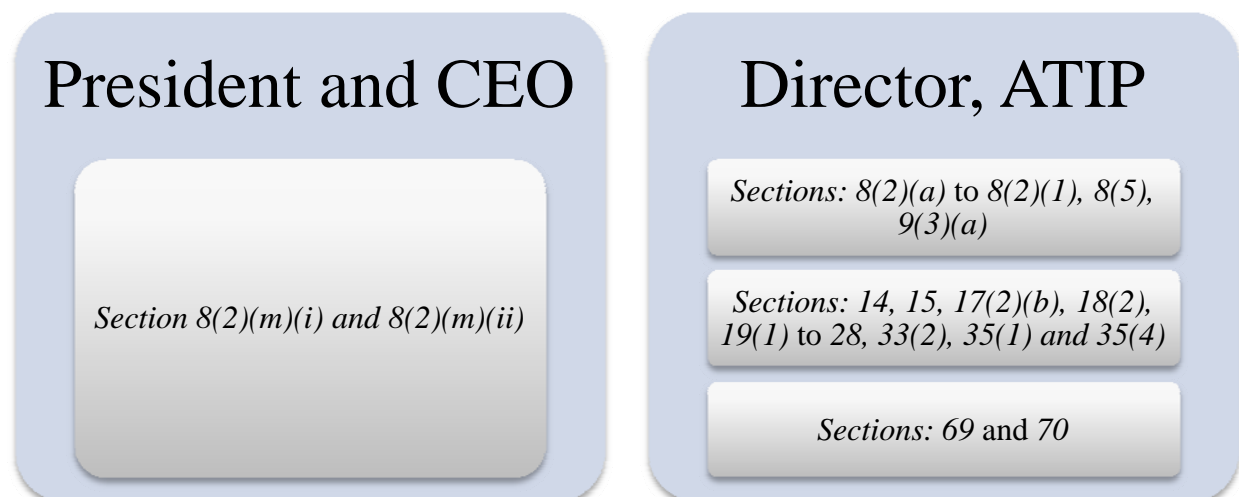
The ATIPO is responsible for integrating procedures and services for the efficient administration of the *Access to Information* and *Privacy Acts*. In addition to the processing of formal and informal requests, consultations and complaints, the ATIPO also provides advice and assistance to line operations on all aspects of the legislation, and prepares statistical and status reports for senior management.

All formal requests for personal information under the *Privacy Act* are forwarded to AECL's ATIPO, where they are reviewed for clarity and conformity with the legislation.

#### 4. PRIVACY DELEGATION ORDER

Section 73 of the *Privacy Act* authorizes the head of AECL to designate, by order, one or more officers or employees to exercise or perform any powers, duties or functions of the head of AECL that are specified in the order. Delegation is entirely at the discretion of AECL's President & CEO. To ensure ongoing safeguarding and respect for the rights of applicants and the legislative provisions of the *Privacy Act*, the authority to disclose and/or exempt personal information is limited to the ATIP Director, except to approve disclosure of information in the public interest or to benefit the individual 8(2)(m)(i) and (ii).

##### 4.1 Sections of the Privacy Act Authority





## 4.2

## Privacy Act Delegation Order

<b>PRIVACY ACT DESIGNATION ORDER</b>		<b>ARRETÉ SUR DE LA LOI : RENSEIGNEMENTS PERSONNELS</b>
<p>The President and CEO of Atomic Energy of Canada Limited pursuant to section 73 of the <i>Privacy Act</i>, hereby designates the person holding the position set out in the schedule hereto to exercise the powers and perform the duties and functions of the President and CEO of AECL as the head of a government institution under the paragraph of the Act set out in the schedule opposite each position.</p>		<p>En vertu de l'article 73 de la <i>Loi sur la protection des renseignements personnels</i>, le Président-directeur général de Énergie atomique du Canada limitée délègue au titulaire du poste mentionné à l'annexe ci-après les attributions dont il est, en qualité de responsable d'une institution fédérale, investi par les alinéas de Loi mentionnés dans la liste en regard de chaque poste.</p>
		<b>ATIP Director Directeur AIPRP</b>
8(2)(a)	Approve disclosure of information – original purpose or consistent use Approuver la communication des renseignements – aux fins auxquelles ils ont été recueillis ou usages compatibles	F
8(2)(b)	Approve disclosure of information – in accordance with any Act of Parliament Approuver la communication des renseignements – aux fins conformes avec les lois du Parlement	F
8(2)(c)	Approve disclosure of information – subpoena, warrant or court order Approuver la communication des renseignements – subpoena, mandat ou ordonnance d'une court	F
8(2)(d)	Approve disclosure of information – to Attorney General or legal proceedings Approuver la communication des renseignements – au Procureur général du Canada pour des poursuites judiciaires	F
8(2)(e)	Approve disclosure of information – to an investigative body Approuver la communication des renseignements – à un organisme d'enquête	F
8(2)(f)	Approve disclosure of information – to other governments for law enforcement Approuver la communication des renseignements – à d'autres gouvernement en vue de l'application des lois	F
8(2)(g)	Approve disclosure of information – to a member of Parliament assisting the individual Approuver la communication des renseignements – à un parlementaire fédéral en vue d'aider l'individu concerné	F
8(2)(h)	Approve disclosure of information – for audit purposes Approuver la communication des renseignements – aux fins de vérifications	F
8(2)(i)	Approve disclosure of information – for archival purposes Approuver la communication des renseignements – aux archives publiques pour dépôt	F
8(2)(j)	Approve disclosure of information – for research or statistical purposes Approuver la communication des renseignements – pour des travaux de recherche ou de statistique	F
8(2)(k)	Approve disclosure of information – for aboriginal claims Approuver la communication des renseignements – pour l'établissement des droits des peuples autochtones	F

		ATIP Director Directeur ATIPRP
8(2)(l)	Approve disclosure of information – for collection of payment of a crown debt Approuver la communication des renseignements – pour recouvrer ou acquitter une créance de la Couronne	F
8(2)(m)(i)	Approve disclosure of information – in public interest Approuver la communication des renseignements – dans l'intérêt public	See note*
8(2)(m)(ii)	Approve disclosure of information – to benefit the individual Approuver la communication des renseignements – dans le cas où l'individu concerné en tirerait un avantage certain	See note*
8(5)	Notify Privacy Commissioner of disclosure under 8(2)(m) Aviser le Commissaire à la protection de la vie privée de la communication dans le cas prévu à l'alinéa 8(2)(m)	F
9(3)(a)	Notify Privacy Commissioner of new consistent uses Aviser le Commissaire à la protection de la vie privée de nouveaux usages compatibles	F
14	Notify requester whether or not access is to be given and where appropriate give access Aviser le requérant si le document sera communiqué ou non et le cas échéant, communiquer les documents	F
15	Extend time limits Proroger le délai	F
17(2)(b)	Translate records Traduire des documents	F
18(2)	Refuse to disclosure information in an exempt bank Refuser de communiquer des renseignements contenus dans des fichiers inconsultables	F
19(1)	Apply exemption – personal information obtained in confidence Appliquer l'exception – renseignements personnels obtenus à titre confidentiel	F
19(2)	Approve disclosure of information obtained in confidence Approuver la communication des renseignements obtenus à titre confidentiel	F
20	Apply exemption – federal-provincial affairs Appliquer l'exception – affaires fédérales-provinciales	F
21	Apply exemption – international affairs and defence Appliquer l'exception – affaires internationales et défense	F
22(1)	Apply exemption – law enforcement and investigation Appliquer l'exception – application des lois et enquêtes	F
22(2)	Apply exemption – policing services for provinces and municipalities Appliquer l'exception – fonctions de police provinciale ou municipale	F
22(3)	Public Servant disclosure protection Protection des fonctionnaires divulgateurs d'actes répréhensibles	F
23	Apply exemption – security clearances Appliquer l'exception – enquêtes de sécurité	F
24	Apply exemption – individuals sentenced for an offence	

	Appliquer l'exception – individus condamnés pour une infraction	F
		ATIP Director Directeur ATIPRP
25	Apply exemption – safety of individuals Appliquer l'exception – sécurité des individus	F
26	Apply exemption – personal information about another individual Appliquer l'exception – renseignements personnels concernant un autre individu	F
27	Apply exemption – solicitor-client privilege Appliquer l'exception – secret professionnel des avocats	F
28	Apply exemption – medical record Appliquer l'exception – dossiers médicaux	F
33(2)	Make representations to the Privacy Commissioner Présenter des observations du Commissaire à la protection de la vie privée	F
35(1)	Notify Privacy Commissioner of Institution's intent regarding recommendations Aviser le Commissaire à la protection de la vie privée de toute mesure prise ou envisagée par l'institution pour la mise en œuvre de ses recommandations	F
35(4)	Approve disclosure of information based on recommendation of Privacy Commissioner Approuver la communication des renseignements suite aux recommandations du Commissaire à la protection de la vie privée	F
69, 70	Notify individual that requested information is excluded Aviser l'individu que le document demandé est exclu	F

**Notes:**

"F" Full authority to the ATIP Director

\* Full authority remains with the President & CEO of AECL.



Dr. Robert Walker, President & CEO of Atomic Energy of Canada Limited

M. Robert Walker, Ph.D., Président-directeur général, Énergie atomique du Canada limitée

2011 Oct 12

Date

## 5. 2012-2013 STATISTICAL REPORT ON THE *PRIVACY ACT*



### Statistical Report on the *Privacy Act*

Name of Institution: Access to Information & Privacy

Reporting Period: 01-04-2012 to 31-03-2013

#### PART 1 - Requests under the Privacy Act

	Number of Requests
Received during reporting period	8
Outstanding from previous reporting period	0
<b>Total</b>	<b>8</b>
Closed during reporting period	7
Carried over to next reporting period	1

#### PART 2 - Requests closed during the reporting period

##### 2.1 Disposition and completion time

Disposition of requests	Completion Time							
	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	Total
All disclosed	2	1	0	0	0	0	0	3
Disclosed in part	2	1	0	0	0	0	0	3
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	0	0	0	0	0	0
<b>Total</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>

##### 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	3
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	3	0	0
Disclosed in part	3	0	0
<b>Total</b>	6	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	79	79	3
Disclosed in part	498	485	3
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	
	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	3	79	0	0	0	0	0	0	0	0
Disclosed in part	1	64	2	421	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
<b>Total</b>	4	143	2	421	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
<b>Total</b>	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
<b>Total</b>	0	0	0

**2.7 Request for translation**

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	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
<b>Total</b>	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 or conversion
		Section 70	Other	
1 to 15 days	0	0	0	0
16 to 30 days	0	0	0	0
<b>Total</b>	0	0	0	0



**PART 6 - Consultations received from other institutions and organizations****6.1 Consultations received from other government institutions and organizations**

<b>Consultations</b>	<b>Other government institutions</b>	<b>Number of pages to review</b>	<b>Other organizations</b>	<b>Number of pages to review</b>
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	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**

<b>Recommendations</b>	<b>Number of days required to complete consultation requests</b>							<b>Total</b>
	<b>1 to 15 days</b>	<b>16 to 30 days</b>	<b>31 to 60 days</b>	<b>61 to 120 days</b>	<b>121 to 180 days</b>	<b>181 to 365 days</b>	<b>More than 365 days</b>	
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
<b>Total</b>	0	0	0	0	0	0	0	0

**6.3 Recommendations and completion time for consultations received from other organizations**

<b>Recommendations</b>	<b>Number of days required to complete consultation requests</b>							<b>Total</b>
	<b>1 to 15 days</b>	<b>16 to 30 days</b>	<b>31 to 60 days</b>	<b>61 to 120 days</b>	<b>121 to 180 days</b>	<b>181 to 365 days</b>	<b>More than 365 days</b>	
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
<b>Total</b>	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
<b>Total</b>	0	0

**PART 8 - Resources related to the *Privacy Act*****8.1 Costs**

Expenditures		Amount
Salaries		\$ 183188.59
Overtime		\$ 0.00
Goods and Services		\$ 5254.66
• Contracts for privacy impact assessments	\$ 0.00	
• Professional services contracts	\$ 0.00	
• Other	\$ 5254.66	
<b>Total</b>		\$ 188443.25

**8.2 Human Resources**

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	1.5	0	1.5
Part-time and casual employees	0	0	0
Regional staff	0	0	0
Consultants and agency personnel	0	0	0
Students	0	0	0
<b>Total</b>	1.5	0	1.5

**Appendix A****Completed Privacy Impact Assessments (PIAs)**

Institution	Number of Completed PIAs
Atomic Energy of Canada Limited	nil

## 5.1 Interpretation of the 2012-2013 Statistical Report on the *Privacy Act*

### 5.1.1 Part 1 – Requests under the *Privacy Act*

AECL received eight new requests for information under the *Privacy Act*. Of the eight requests, seven were completed and one was carried forward to the next fiscal year.

### 5.1.2 Part 2 – Requests Closed During the Reporting Period

#### Part 2.1 – Disposition and Completion Time

Of the seven requests completed in 2012-2013, three requests were disclosed in part and three others were disclosed in full. AECL was unable to process the last request as the requested information did not exist within AECL's custody and control.

#### Part 2.2 – Exemptions

Where access to certain information was denied, the following exemption was invoked:

Reason	Incidence
Personal Information (s.26)	3

#### Part 2.3 - Exclusions

No Exclusions were cited in fiscal year 2012-2013.

#### Part 2.4 – Format of Information Released

Access to the relevant documents for the six completed requests disclosed was provided in paper format.

#### Part 2.5 – Complexity

##### Part 2.5.1 – Relevant Pages Processed and Disclosed

79 pages were processed and fully disclosed for three requests. For the three disclosed-in-part requests, 498 pages were processed and a total of 485 pages were disclosed.

##### Part 2.5.2 – Relevant Pages Processed and Disclosed by Size of Requests

All three fully disclosed requests had less than 100 pages processed. One request that was disclosed in part had less than 100 pages processed and the other two requests had 101-500 pages processed.

##### Part 2.5.3 – Other Complexities

The processed requests did not require consultation, legal advice or other complexities.

#### Part 2.6 – Deemed Refusals

AECL has no deemed refusal to report in the fiscal year 2012-2013.

**Part 2.7 – Request for Translation**

No translations were prepared during the period under review.

**5.1.3 Part 3 – Disclosures under Subsection 8(2)**

This fiscal year, no disclosures of personal information were made pursuant to s. 8(2)(e) (investigations provision), 8(2)(f) (under an agreement or arrangement between the Government of Canada or an institution), 8(2)(g) (to a member of Parliament ) or 8(2)(m) (public interest override provision) of the *Privacy Act*.

**5.1.4 Part 4 – Requests for Correction of Personal Information and Notations**

Neither corrections nor notations were requested during the period under review.

**5.1.5 Part 5 – Extensions**

No extensions were required during the period under review

**5.1.6 Part 6 – Consultations Received from Other Institutions and Organizations**

No consultations were received from other institutions and organizations during the period under review.

**5.1.7 Part 7 – Completion Time of Consultations on Cabinet confidences**

No consultations on Cabinet confidences were required during the period under review.

**5.1.8 Part 8 – Resources Related to the Privacy Act****Part 8.1 - Costs**

Total salary costs associated with *Privacy Act* activities are estimated at \$183,188.59 for fiscal year 2012-2013. Other operation and maintenance costs amounted to \$5,254.66 for a total of \$188,443.25.

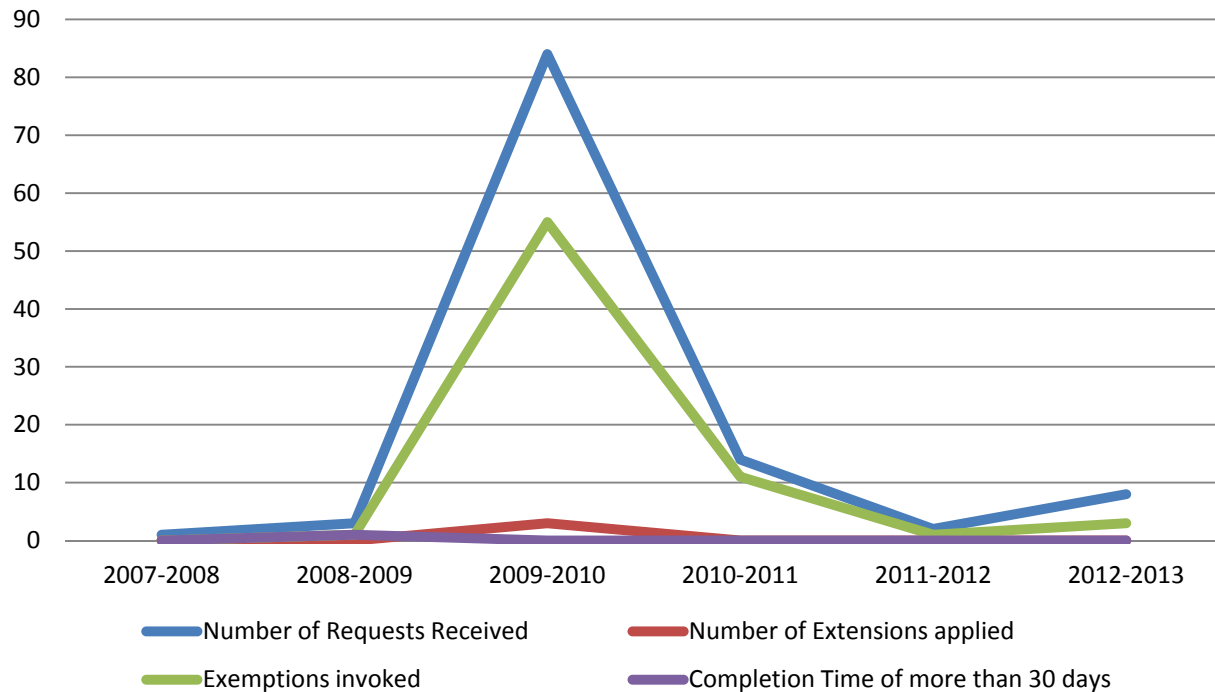
**Part 8.2 – Human Resources**

The associated full-time equivalency (FTE) human resource is 1.5.

**5.1.9 Appendix A – Additional Reporting Requirements - Privacy Act**

No Privacy Impact Assessment was completed during the fiscal year.

## 5.2 Multi-Year Trends



## 6. TRAINING

AECL's ATIPO and Organizational Development and Training has implemented and registered the Privacy Act Awareness course under AWS-0030 to gain a total of three credit hours. This training is to inform AECL employees of the requirements of the *Privacy Act*. It is one of ATIPO's objectives to ensure that all AECL employees understand their obligations to the requirements of the *Privacy Act*. In addition, the training provides details on tight deadlines and the consultation process with other levels of government. Briefing sessions form an integral part of the ATIP communications and training objectives.

Two information sessions on the *Privacy Act* were given to approximately 50 employees and senior managers from Personnel Security Services and the Port Hope Area Initiative Office.

The ATIPO will focus on additional training requirements for the upcoming fiscal year. Informal briefing sessions are also given regularly by the Director during the process of retrieval and review of documents in response to *Privacy Act* requests.

## **7. PRIVACY POLICIES**

Mechanisms and procedures are constantly in place to ensure the ongoing protection of personal information within AECL. The ATIP Office has implemented a new General Privacy Protocol for Non-Administrative Purposes, and drafted a new Privacy Impact Assessment Procedure in relation to the *Privacy Act*. Several Privacy Statements have also been added to institution-specific forms collecting personal information.

AECL worked to identify the collection of personal information and registered six new Standard Personal Information Banks (PIBs) with the Information and Privacy Policy Division at Treasury Board Secretariat.

## **8. COMPLAINTS AND INVESTIGATIONS**

Applicants have the right to file a complaint pursuant to the *Privacy Act* and may exercise this right at any time during the processing of their request.

AECL received no complaints under the *Privacy Act* in 2012-2013 and no appeals were filed with the Federal Court as of the end of the fiscal year.

## **9. PRIVACY IMPACT ASSESSMENT POLICY**

AECL drafted its first Privacy Impact Assessment and also completed four preliminary Privacy Impact Assessments during this reporting period.

## **10. DISCLOSURES PURSUANT TO 8(2)(M)**

In keeping with Treasury Board guidelines, it is AECL's policy to release personal information only to those individuals to whom it relates. This fiscal year, no disclosures of personal information were made pursuant to s. 8(2)(e) (investigations provision), 8(2)(f) (under an agreement or arrangement between the Government of Canada or an institution), 8(2)(g) (to a member of Parliament) or 8(2)(m) (public interest override provision) of the *Privacy Act*. AECL makes every effort to action requests from employees on an informal basis.