



*Protection from reprisal.
Your Right. Our Mission.*

PRIVACY ACT
ANNUAL REPORT TO PARLIAMENT
APRIL 1, 2012 TO MARCH 31, 2013



Public Servants
Disclosure Protection
Tribunal Canada

Tribunal de la protection
des fonctionnaires
divulgateurs Canada

Canada 

Table of Contents

Introduction	2
Overview of the Public Servants Disclosure Protection Tribunal Canada	2
Organization and Instrument of Delegation	2
<i>Privacy Act</i> Statistical Overview	2
Requests Received	2
Completion Time and Extensions.....	3
Exemptions Invoked.....	3
Trends	3
Costs	3
Complaints	3
Appeals to the Federal Court	3
Training and Awareness.....	3
Policies, Guidelines and Procedures.....	3
Privacy Impact Assessments	3
Permissible Disclosures	4
Data Matching and Sharing Activities.....	4

Introduction

The purpose of the *Privacy Act* (the Act) is to extend the present laws of Canada that protect the privacy of individuals with respect to personal information about themselves held by a government institution and that provide individuals with a right of access to that information.

Section 72 of the Act requires that the head of every government institution prepare for submission to Parliament, an annual report on the administration of the Act within the institution during each financial year.

This report describes how the Public Servants Disclosure Protection Tribunal Canada has administered its responsibilities in relation to the Act for the 2012-2013 fiscal year.

Overview of the Public Servants Disclosure Protection Tribunal Canada

The Public Servants Disclosure Protection Tribunal Canada was established under the *Public Servants Disclosure Protection Act* to encourage public servants to report wrongdoing by providing protection, in law, against reprisals.

The Tribunal is an independent, quasi-judicial body that hears reprisal complaints referred by the Public Sector Integrity Commissioner. It has the power to order remedies in favor of complainants and disciplinary action against persons who take reprisals.

The Tribunal's mission is to contribute to the enhancement of an ethical culture in the public service through the impartial and timely disposition of cases involving complaints relating to reprisals, alleged to have been taken against a public servant who has disclosed a wrongdoing.

Organization and Instrument of Delegation

Requests under the Act are received and coordinated through the Executive Assistant to the Registrar and Deputy Head.

Due to the small size of the organization (7 FTEs on March 31, 2013), there has been no delegation made under the Act.

***Privacy Act* Statistical Overview**

Requests Received

The Tribunal received one *Privacy Act* request and one consultation request during the reporting period.

Completion Time and Extensions

The *Privacy Act* request was referred to another department as the records did not reside with us. The consultation request was completed in under 15 days.

Exemptions Invoked

Section 26 exemption was invoked in the consultation request.

Trends

No *Privacy Act* requests were received by the Tribunal prior to 2012-13 fiscal year. Consequently, no trends can be inferred. However, an increase in requests over the coming years can be expected as knowledge of the Tribunal increases, and as it receives more cases.

Costs

The costs incurred for these requests completed during this reporting period were minimal.

The coordinator, Executive Assistant to the Registrar and Deputy Head, allocated 2 hours for all requests to the review of documents.

Training and Awareness

No training activities were undertaken during the reporting period.

Policies, Guidelines and Procedures

No privacy policies, guidelines or procedures were developed, revised or implemented during the reporting period.

Complaints

No complaint regarding the Tribunal was filed with the Office of the Privacy Commissioner of Canada during the reporting period.

Appeals to the Federal Court

No appeals to the Federal Court were filed under the Act during the 2012-13 reporting period.

Privacy Impact Assessments

No privacy impact assessments were conducted during the reporting period.

Permissible Disclosures

During the reporting period, the Tribunal did not disclose personal information pursuant to subsections 8(2) (e), (f), (g) and (m) of the Act.

Data Matching and Sharing Activities

No data matching or sharing activities were undertaken during the reporting period.

Statistical Report on the *Privacy Act*

This report can be viewed [here](#).