



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

Canada



Serving
GOVERNMENT,
Serving
CANADIANS.

Annual Report 2013-14

Privacy Act



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PREFACE

The *Privacy Act* (Revised Statutes of Canada, 1985, Chapter P-21) was proclaimed on July 1, 1983. The Act was most recently amended as a result of the royal assent of the *Federal Accountability Act* on December 12, 2006. Certain provisions came into force on December 12, 2006, and others took effect on April 1, 2007, and September 1, 2007.

The *Privacy Act* gives Canadian citizens, permanent residents and individuals present in Canada a right of access to information about themselves held by the government, subject to specific and limited exceptions. The Act also provides individuals the right to a reasonable expectation of privacy, including a basic right to exercise control over the collection, use and disclosure of their personal information.

Section 72 of the *Privacy Act* requires that the head of every federal government institution prepare for submission to Parliament an annual report on the administration of the Act within their institution during each fiscal year.

This annual report provides a summary of the management and administration of the *Privacy Act* within Public Works and Government Services Canada for the fiscal year 2013-14.

PART I – INTRODUCTION

1. Public Works and Government Services Canada (PWGSC)

1.1 Background

The Department, founded in 1841 and originally known as The Board of Works, was instrumental in the building of our nation's canals, roads and bridges, the Houses of Parliament, post offices and federal buildings across the country.

In 1993, the Department became Public Works and Government Services Canada (PWGSC) through the amalgamation of the former Supply and Services Canada, Public Works Canada, Government Telecommunications Agency (Communications Canada), and the Translation Bureau (Secretary of State of Canada).

The *Department of Public Works and Government Services Act*, passed in 1996, established the Department and set out the legal authorities for PWGSC's services. The Act established PWGSC as a common service organization providing government departments, boards and agencies with support services for their programs.

Today, PWGSC has evolved into a sophisticated operational arm of government that employs approximately 12,000 people working across Canada and headquartered in the National Capital Area.

The Office of the Procurement Ombudsman, an independent office, and part of the portfolio of the Minister of PWGSC, was established on May 5, 2008, as one of the final steps in the implementation of the *Federal Accountability Act*.

1.2 Raison d'être and Responsibilities

PWGSC plays an important role in the daily operations of the Government of Canada. The Department is its treasurer, accountant, central purchasing agent, linguistic authority, and real property manager. The Department's vision is to excel in government operations, and its mission is to deliver high-quality services and programs that meet the needs of federal organizations and ensure sound stewardship on behalf of Canadians. The goal is to manage business in a way that demonstrates accountability, transparency, and adds value for its clients.

The Minister serves as the Receiver General for Canada and is responsible for maintaining the Accounts of Canada and producing the Public Accounts. The Minister also has the authority for the administration of services related to benefits, superannuation, pension plans, and the disbursement of pay to federal employees.

The Office of the Procurement Ombudsman, which reports to the Minister and operates independently, reviews complaints from suppliers. It also reviews procurement practices in departments and agencies, and makes recommendations for the improvement of those practices to ensure fairness, openness, and transparency in the procurement process.

1.3 Strategic Outcome and Program Alignment Architecture

PWGSC's Program Alignment Architecture (PAA), as approved by the Treasury Board, supports the strategic outcome to deliver high-quality, central programs and services that ensure sound stewardship on behalf of Canadians and meet the program needs of federal institutions. The following lists the program activities that comprise PWGSC's PAA.

- Acquisitions;
- Accommodation and Real Property Services;
- Receiver General for Canada;
- Integrity Programs and Services;
- Federal Pay and Pension Administration;
- Linguistic Management and Services;
- Specialized Programs and Services;
- Internal Services; and,
- Procurement Ombudsman¹.

¹ Although it is a program activity of PWGSC, the Office of Procurement Ombudsman operates in an impartial and independent manner.

PART II – REPORT ON THE *PRIVACY ACT*

1. The PWGSC Access to Information and Privacy (ATIP) Program

1.1 ATIP Directorate Structure and Responsibilities

The ATIP Directorate administers the provisions of the *Privacy Act* for PWGSC, including one Special Operating Agency, the Translation Bureau, as well as the Office of the Procurement Ombudsman.

In 2013-14, the ATIP Directorate operated with up to 17 ATIP officers, four students and eight consultants who worked under five Team Leaders to manage the requests received within the Department.

The Director, ATIP, reports to the Director General, Ministerial Services and Access to Information (DG-MSAI), who, in turn, reports to the Assistant Deputy Minister, Policy, Planning and Communications Branch (ADM-PPCB). Reporting to the Director, ATIP, the teams are overseen by the two Managers, ATIP Operations, and the Manager, ATIP Policy and Governance. The two operational units are responsible for processing ATIP requests, consultations, complaints, and court cases; the other unit is responsible for policy, governance and training. The administrative functions are supported by an administrative assistant, an office manager and up to six support staff members.

The ATIP Directorate is responsible for establishing and directing all activities within the Department relating to the management of the departmental ATIP program, in accordance with the related PWGSC delegation instruments and the provisions of the Acts, regulations, directives, policies and guidelines.

The administration of the Act by the ATIP Directorate is also facilitated at the branch and regional office levels of PWGSC. Each organizational branch has an ATIP liaison officer who coordinates the collection of information and provides guidance to branch managers on the application of the Act, as well as related departmental directives and procedures.

1.2 Delegation Instrument

Under section 3 of the *Privacy Act*, the Minister of the Department is designated as the head of the government institution for purposes of the administration of the Act. Pursuant to section 73, the Minister may delegate any of her powers, duties or functions under the Act by signing an order authorizing one or more officers or employees of the institution, who are at the appropriate level, to exercise or perform the powers, duties or functions of the head, specified in the order.

Within PWGSC, this delegation instrument is based on a centralized process with the Director and managers of the ATIP Directorate having full delegated authority under the Act, with the exception of paragraph 8(2)(m). Certain administrative functions are also delegated to the ATIP Team Leaders to speed up the processing of requests. Full authority under the Act is also delegated to the ADM-PPCB and the DG-MSAI who are responsible for the PWGSC ATIP Program.

An excerpt of the Delegation of Authorities approved by the Minister of PWGSC is attached in Annex A.

1.3 Policies and Procedures

1.3.1 Departmental Policies on ATIP

For the reference of all employees, departmental policies are posted on PWGSC's intranet.

The *Policy on the Access to Information and Privacy Program (002)* outlines the Delegation of Authority and sets out the definitions, and the roles and responsibilities of all stakeholders within PWGSC. The policy has been updated to harmonize with the revisions made to the Acts and the related Treasury Board policies and directives. Key changes included: clarification of responsibilities; access to records in the Minister's office; the "duty to assist" requesters; suspected contraventions of section 67.1 of the *ATI Act* and privacy breaches; and, updates to the references and definitions.

The *Policy on Protection of Personal and Private Information in the Workplace (014)* sets out definitions as well as the roles and responsibilities of employees with respect to the protection of personal information in the workplace.

The following policy instruments are under development:

- Privacy Breach Protocol;
- Directive on Privacy Practices; and,
- Protocol for Non-Administrative Use of Personal Information.

1.3.2 ATIP Liaison Officer Handbook

The *ATIP Liaison Officer Handbook* is produced by the ATIP Directorate and is posted on PWGSC's intranet as a guide to:

- introduce departmental ATIP Liaison Officers across the Department to the *Privacy Act* and regulations;
- outline the roles and responsibilities of each PWGSC ATIP stakeholder; and,
- provide national processing standards and guidelines for the centralized handling of requests.

1.3.3 ATIP Directorate Desk Procedures

The ATIP Directorate has an ATIP Officer Desk Procedures manual in place, to standardize the work procedures used by staff, to facilitate the training of new hires and to complement the functionality of the electronic ATIP tracking system.

1.4 Training

1.4.1 Departmental Employees

A brief overview of Privacy is incorporated into the general ATIP information sessions. During the fiscal year, 15 training and awareness sessions were given to 195 managers and employees at all levels from all branches of the Department.

As well, a section on ATIP is included in the Department's Orientation Program for new employees. This section provides information on employee obligations under the Act, including an explanation of the duty to assist, a reminder that only those delegated under the Act can make disclosure decisions, a reference to procedures for reporting suspected contraventions, as well as a link to the departmental policy on ATIP.

1.4.2 ATIP Directorate Staff

An ATIP Officer Development Program was created in 2006 and revised in 2008-09 to address the Department's mid and long-term shortage of skilled ATIP professionals by recruiting new employees at the junior level, and preparing them to fill senior ATIP Officer positions at the PM-4 group and level within a three-year horizon. The Program is also intended to reduce the costs associated with the competitive staffing process and, in the long-term, the use of consultants.

All participants in the ATIP Officer Development Program, as well as other officers of the ATIP Directorate, are given the opportunity to register and complete the University of Alberta Information Access and Protection of Privacy Certification Program, and to take advantage of the ATIP training offered by the TBS.

In 2013-14, two program participants were promoted to the next level, and five successfully completed the program to the PM-04 level.

2. Management of Personal Information

2.1 Privacy Impact Assessments

In accordance with the TBS Directive on Privacy Impact Assessment (PIA), a PIA must be initiated for a program or activity in the following circumstances:

- when personal information is used for or is intended to be used as part of a decision-making process that directly affects the individual;

- upon substantial modifications to existing programs or activities where personal information is used or intended to be used for an administrative purpose; and,
- when contracting out or transferring a program or activities to another level of government or the private sector results in substantial modifications to the program or activities.

The ATIP Directorate provides advice and guidance to PWGSC managers throughout the PIA process, including the review of PIA reports and liaison with the Office of the Privacy Commissioner.

Summaries of the PIAs completed by PWGSC are published on the departmental Internet site at <http://www.tpsgc-pwgsc.gc.ca/aiprp-atip/index-eng.html>. The site is intended to facilitate the public's understanding of the *Access to Information Act*, the *Privacy Act* and associated departmental procedures.

Table I provides the number of assessments conducted in the last three fiscal years.

**Table I
Privacy Impact Assessments**

Reporting Period	PIAs	
	Initiated	Completed
2011-12	3	2
2012-13	2	1
2013-14	1	0

2.2 Personal Information Banks

In accordance with section 10 of the *Privacy Act*, all personal information under the control of the institution that is used for an administrative purpose, or that is retrievable by name or personal identifier has to be described in Personal Information Banks (PIBs).

Also, as required by the TBS Directives on Privacy Practices and PIA, any new or substantially modified PIB has to be approved by TBS before implementing the new or modified program or activity.

There was no new or revised PIB registered with the TBS in 2013-14:

PWGSC does not have any exempt banks.

2.3 Collection of Personal Information

The PWGSC *Forms Management Policy (061)* requires that all new and revised forms that collect personal information be reviewed by the ATIP Directorate to ensure compliance with privacy legislative and policy requirements. As well, the ATIP Directorate reviews electronic forms on departmental intranet and internet sites, including surveys and public opinion research. It also assists with the development of the related Privacy Notices and Consent Statements.

2.4 Material Privacy Breaches

A privacy breach involves improper or unauthorized collection, use, disclosure, retention or disposal of personal information. A privacy breach may occur within an institution or off-site and may be the result of inadvertent errors or malicious actions by employees, third parties, partners in information-sharing agreements or intruders.

A breach is deemed "material" if the breach involves sensitive personal information and could reasonably be expected to cause serious injury or harm to the individual and/or involves a large number of affected individuals.

There was no material privacy breaches reported to the ATIP Directorate or the Corporate Security Directorate during the fiscal year.

3. Statistical report – Interpretation and Explanation of Trends

Statistical reporting on the administration of the Act has been conducted since 1983. Since 2011-12, government institutions have completed more in-depth statistical reporting forms on the administration of the Act as prescribed by the TBS. The 2013-14 statistical report on the *Privacy Act* is attached in Annex B.

3.1 Departmental Overview of Requests Received

It is the practice of PWGSC to process requests formally where the information is sensitive and may be subject to an exemption or an exclusion pursuant to sections 18 through 28, 69 and 70 of the Act.

All requests pursuant to the *Privacy Act* are processed by the ATIP Directorate where they are first received and reviewed for clarity. Each request is then assigned to one or more organizational units of the Department that become responsible for locating and retrieving the records containing the information sought.

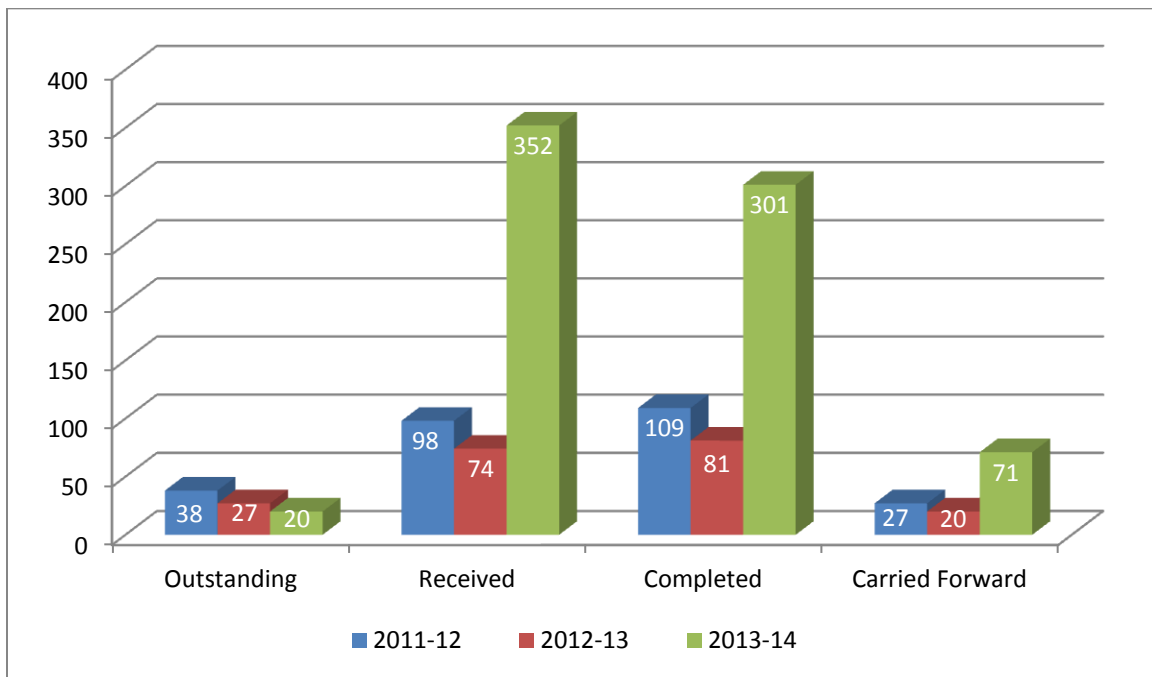
Organizational units review their relevant records and provide recommendations to the ATIP Directorate on sensitivities related to their disclosure. Where necessary, the ATIP Directorate also undertakes consultations with other organizations before a skilled analyst reviews each record to make a decision on disclosure. The ATIP Directorate then notifies the requester and provides access to all of the records that can be disclosed.

3.2 Requests Under the *Privacy Act*

There were 352 requests filed under the *Privacy Act* in 2013-14. Of these, 20 percent related to labour relation matters, six percent were for documents related to pension and pay, three percent concerned security clearances, three percent pertained to staffing processes, and 21 percent were for other employment related records. The remaining cases (47 percent) were for correspondence and other personal information pertaining to the requesters.

Compared with the previous fiscal year, PWGSC experienced a significant increase in the total number of privacy requests received. Chart I provides an overview of the trends related to the volume of requests processed by PWGSC over the past three fiscal years.

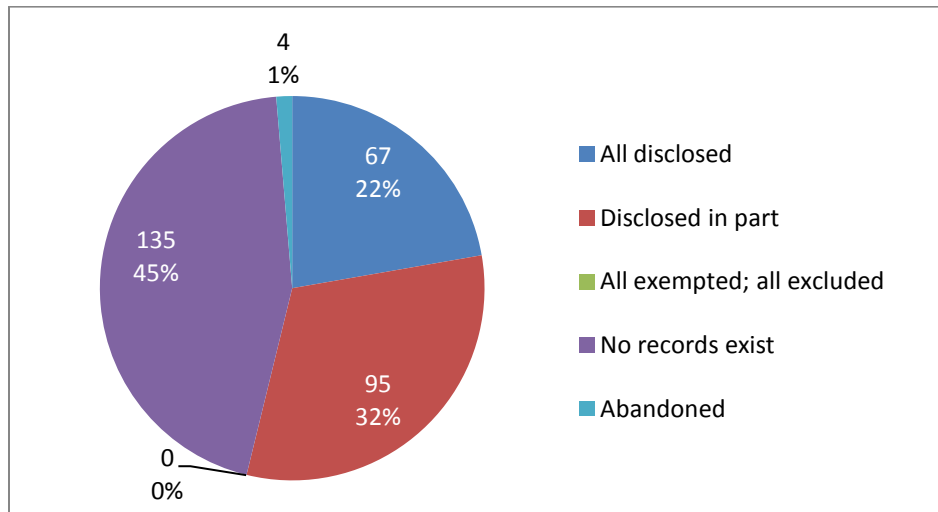
Chart I
Processing Trends for Privacy Requests



3.3 Requests Closed During the Reporting Period

Of the 372 requests in progress, 301 requests (81 percent) were completed during the 2013-14 reporting period. The remaining 71 requests (19 percent) were carried forward to the next fiscal year. Of the 301 cases where the Department completed the request, information was released either in whole or in part in 162 requests (54 percent). Chart II provides an overview of the disposition of requests closed by PWGSC during the fiscal year.

Chart II
Disposition of Access to Information Requests Closed



3.4 Exemptions and Exclusions

An individual's right of access to his/her personal information under the *Privacy Act* is limited by a number of exemptions specified in sections 18 through 28 of the legislation.

Pursuant to section 69, the Act does not apply to material that is published or available for purchase, library or museum material preserved solely for public record, material deposited with the Library and Archives Canada, as well as records considered to be confidences of the Queen's Privy Council of Canada pursuant to section 70 of the Act.

Annex B shows the types of exemptions and exclusions invoked to refuse access. For clarity purposes, if five different exemptions and/or exclusions were used in one request, each relevant section would be reported for a total of five. If the same exemption or exclusion was used several times for the same request, it would be reported only once.

As noted in Annex B, information about another individual (section 26 of the Act) accounts for the vast majority of the exemptions applied by the Department. Sections 69 and 70 were not invoked by PWGSC for any of the privacy request processed in the 2013-14 fiscal year.

3.5 Format of Information Released

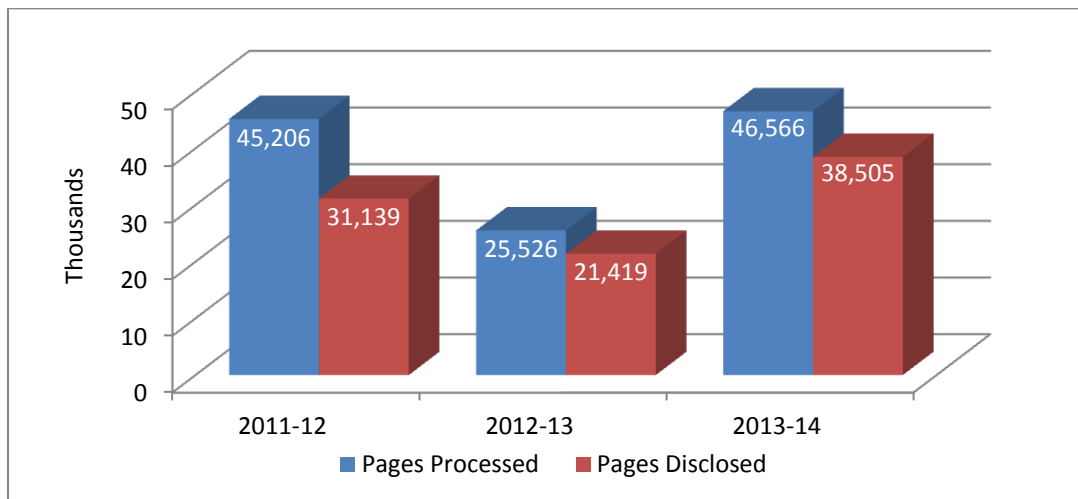
Of the 162 requests in which information was released, the requesters received copies of the records in all cases. There were no cases where access was provided by a combination of copies and in-person examination. It should be noted that the data in this section reflect only requests for which information was *all disclosed* or *disclosed in part* and therefore not those abandoned, etc.

Records were provided in the form of paper copies for 134 requests (83 percent), whereas 28 cases (17 percent) were in electronic format. With either method of access, as well as in-person examination, the ATIP Directorate offered the choice to the requester.

3.6 Complexity

PWGSC processed more than 46,000 pages during the reporting period. This represents an 82 percent increase compared to the previous fiscal year. While on average files contained 287 pages to be processed, 12 requests had over 1,000 pages. One request contained more than 5,000 pages. Chart III provides the trends related to the relevant pages processed and disclosed by PWGSC over the past three fiscal years.

Chart III
Trends for Relevant Pages Processed and Disclosed



In addition to the volume of records, consultations were required for 13 of the 301 requests completed (four percent).

3.7 Processing Time

Of the 301 requests completed during the fiscal year, 107 (36 percent) needed to be extended in accordance with section 15 of the Act. In 99 cases meeting the original time limit would have unreasonably interfered with the operations of the Department. For the remaining eight cases, there was a need to consult with other government institutions.

Within the first thirty days, 176 requests (58 percent) were completed, while 83 requests (28 percent) were completed within 31 to 60 days, and 33 (11 percent) were completed between 61 and 120 days from the date of receipt by the Department. Eight of the cases (three percent) required more than 120 days, and one file took more than one year. On average, privacy requests were completed within 41 days in 2013-14, which is 61 days less than the requests completed in the previous fiscal year.

Due to the volume of records to be processed, 37 requests (12 percent) fell in a deemed refusal status and were closed after the statutory deadline. This represents a 14 percent improvement compared to last fiscal year. In 34 of those (92 percent), the maximum 30-day time extension allowed under the Act was not sufficient to complete the review. On average, PWGSC needed an additional 64 days to complete these late files.

The ATIP Directorate workload was the principal reason of delays in 81 percent of late cases. Other factors such as necessary consultations, complexity of requests and the reassignment of files within the ATIP Directorate also contributed to the delays.

The Department's timeliness and compliance for completing requests is closely monitored by the ATIP Directorate.

3.8 Translation

One request was made for the translation of information from one official language to another.

3.9 Disclosures Under Subsection 8(2) of the Act

During 2013-14, the Department made 40 disclosures of personal information to investigative bodies pursuant to paragraph 8(2)(e) of the Act. A copy of every request received under paragraph 8(2)(e), and a record of any information disclosed pursuant to the request, is kept in accordance with subsection 8(4) of the Act.

There were no disclosures made under paragraph 8(2)(m) of the Act.

3.10 Requests for Correction of Personal Information and Notations

There was one request for the correction of personal information, which was accepted, and none for notations to be placed on a file.

3.11 Consultations from Other Government Institutions and Organizations

The Department received 11 privacy consultations in 2013-14, and had one outstanding from the previous reporting period, for a total of 197 pages of records to review. PWGSC closed these 12 consultations and took 26 days on average to respond.

3.12 Resources Related to the *Privacy Act*

The total salary costs associated with the Privacy program amounted to \$575,666, and operations and maintenance costs to \$200,888, for a combined total of \$776,554. The number of employee and temporary help resources were estimated at 39 for the 2013-14 fiscal year.

4. Complaints and Requests for Judicial Review

Table II provides the breakdown of complaints made to the Office of the Privacy Commissioner of Canada and of requests for judicial review filed with the Federal Court of Canada, for which PWGSC has been informed of over the past three fiscal years.

Table II
Complaints and Requests for Judicial Review

Reporting Period	Complaints	Judicial Reviews
2011-12	17	1
2012-13	14	0
2013-14	13	0

4.1 Complaints to the Office of the Privacy Commissioner of Canada

In 2013-14, the Privacy Commissioner notified the Department that it had received 13 new complaints, nine of which related to requests received in previous fiscal years. This is a nine percent decrease compared to the previous fiscal year.

Of the 13 new complaints, four (31 percent) pertained to delays, four (31 percent) concerned missing records, and one (eight percent) was about information withheld under the Act. The remaining four complaints (31 percent) related to the use and disclosure of personal information.

In 2013-14, the Privacy Commissioner closed 11 complaints. Of these, five were deemed well-founded, five were not well-founded, and one was discontinued. Eleven complaint investigations were still ongoing at the end of the fiscal year. The five well-founded complaints related to delays in the processing of requests. While the complaints represent about four percent of requests closed during the reporting period, PWGSC regularly reviews investigative findings to improve its administration of the *Privacy Act*.

4.2 Requests for Judicial Review

There was no request made to the Federal Court of Canada seeking a judicial review.

ANNEX A
DELEGATION OF AUTHORITIES
(Excerpt)



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

PUBLIC WORKS AND GOVERNMENT SERVICES CANADA

DELEGATION OF AUTHORITIES

**August 8, 2011
(revised on November 4, 2011)**

Please note that the August 8, 2011 version has been updated as follows:

1. Changes to Schedule 1

Increase the contracting authorities further to the approval of the Integrated Investment Plan.

Increase the delegation of authority limit from \$10K to \$25K on individual transactions where the supplier is CORCAN where allowed by the per purchase limit on the cardholder's acquisition card.

Increase the delegation of authority for Call-ups Against Standing Offers to include contracts pursuant to Supply Arrangements for goods.

Increase authority limit for ITSB services contracting (electronic and competitive).

Addition or change to the "Table of Equivalent Positions" and "Specific Delegation of Authorities" tables to reflect the current organizational structures.

Extend the delegations pursuant to the *Access to Information Act* and the *Privacy Act*, as follows:

- a) full authority to the Assistant Deputy Minister, Corporate Services and Strategic Policy, as the Branch head responsible for the Access to Information and Privacy (ATIP) program;
- b) additional authority to the chiefs within the ATIP Directorate to allow them to make disclosure decisions about routine requests involving third party Information; and,
- c) authority to officers within the ATIP Directorate regarding their duty to assist applicants.

Increase authority limit for Hospitality from \$5K to "Full" for the Deputy Minister where he holds government-wide responsibility for a community of practice.

MINISTER'S AND DEPUTY MINISTER'S DELEGATION OF AUTHORITIES

We hereby delegate the powers vested in the offices of the Minister and Deputy Minister of Public Works and Government Services, in the manner defined in Schedules 1 to 4, the associated Tables of Equivalent Positions and specific delegations in the Notes to these schedules, including officers appointed on a temporary or acting basis to positions so defined, subject to the principles, guidelines, limitations and restrictions described in the department's Delegation of Authorities Manual and all relevant legislation, regulations and policies.

Specifically, this instrument is intended to delegate authority, as defined by:

Schedule 1

"Department-Wide Authorities", the "Table of Equivalent Positions" for Schedule 1 and the Specific Delegations contained in the "Notes to Schedule 1";

Schedule 2

"Real Property Services Authorities", the "Table of Equivalent Positions" for Schedule 2 and the Specific Delegations contained in the "Notes to Schedule 2";

Schedule 3

"Common Service Acquisition Authorities", the "Table of Equivalent Positions" for Schedule 3 and the Specific Delegations contained in the "Notes to Schedule 3";

Schedule 4

"Receiver General for Canada Authorities".

Further, these delegations are made on the explicit understanding that they are to be used only:

- commensurate with the level of responsibility assigned to the position and when required to undertake the duties of that position as described in the operational plans of the Department; and
- to attain departmental objectives, within the departmental mandate; or
- to attain clients' objectives when providing common services to client departments.

The department's Delegation of Authorities Manual documents the delegated authorities of Public Works and Government Services Canada and includes important information on the conditions under which we have made these delegations. All officers of the Department who are acting on our behalf in any matter related to these delegations must make themselves familiar with the contents of the Manual to ensure that they are fully cognizant of the conditions and implications of doing so.

Original signed by the Minister

March 13 2013

The Honourable Rona Ambrose, P.C., M. P. (Edmonton–Spruce Grove) Date
Minister of Public Works and Government Services

François Guimont Date
Deputy Minister of Public Works and Government Services

Administrative Authorities - Approvals

	Asset Disposals	Asset Write-Offs	Asset Loans	Project Approval: IT-Enabled Projects* & Business Projects	Treasury Board Submission	Amendment to the Table of Equivalent Positions	Access to Information Act	Privacy Act	Use of Government Vehicles	Exemption From Parking Charges	Certification of True Copies	Release Settlement Documents
Departmental Limit	FULL	FULL	FULL	FULL & PCRA Level 3	FULL	FULL	FULL	FULL	FULL	FULL	FULL	FULL
<u>Generic Levels</u>												
Level 1	FULL See Notes	FULL	FULL	See Notes	See Notes	See Notes	See Notes	See Notes	See Notes	See Notes	See Notes	See Notes
Level 2	FULL See Notes	FULL	FULL				See Notes	See Notes	See Notes			See Notes
Level 3	FULL See Notes	FULL See Notes	FULL See Notes				See Notes	See Notes	See Notes			
Level 4	FULL See Notes	FULL See Notes	FULL See Notes				See Notes	See Notes	See Notes			
References to Notes to Schedule 1	50	51	52	53	54	55	56	57	58	59	60	61

*For IT-Enabled projects, obtaining the approval from the CIO-PWGSC is also required.

Supplementary Information

	Asset Disposals	Asset Write-Offs	Asset Loans	Project Approval: IT-Enabled Projects & Business Projects	Treasury Board Submission	Amendment to the Table of Equivalent Positions	Access to Information Act	Privacy Act	Use of Government Vehicles	Exemption From Parking Charges	Certification of True Copies	Release Settlement Documents
Departmental Limit	FULL	FULL	FULL	FULL & PCRA Level 3	FULL	FULL	FULL	FULL	FULL	FULL	FULL	FULL
Level 1	FULL See Notes	FULL	FULL	See Notes	See Notes	See Notes	See Notes	See Notes	See Notes	See Notes	See Notes	See Notes
References to Notes to Schedule 1	50	51	52	53	54	55	56	57	58	59	60	61

Columns 50 to 52 are administrative authorities that allow managers to identify assets for disposal, write-off or loan. The authority to complete these transactions is only delegated to officers of Materiel Management in Corporate Services or Regional Corporate Services, Strategic Management & Communications.

Departmental Limit: FULL means the authority to dispose, write-off or loan assets for which the Department is responsible.
Level 1: FULL means the authority to dispose, write-off or loan assets for which the manager is responsible.

Column 53 For IT-Enabled projects, obtaining the approval from the CIO-PWGSC is also required.

Column 54 is a primary control on spending when that spending is outside the limits of Departmental authority. This is the authority to initiate a TB Submission. Only the Minister and Deputy Minister may approve a Submission to the Treasury Board.

Columns 55 to 61 are administrative authorities which are delegated to positions with assigned responsibility. Exercising of these authorities must also comply with relevant legislation, regulation and policy requirements and limitations.

TABLE OF EQUIVALENT POSITIONS - for Schedule 1

This Table defines the positions at each of the four levels that receive the general delegations of authorities through the Schedule.

Notes:

1. Unless restricted by legislation, regulations and policies, the Deputy Minister and Associate Deputy Minister have full delegated authority;
2. For any position titles not listed in this Table of Equivalent Positions, the equivalent positions as recognized by the Chief Financial Officer shall apply.

TABLE OF EQUIVALENT POSITIONS	
Level 1	Chief Financial Officer Assistant Deputy Minister Associate, Assistant Deputy Minister Deputy Procurement Ombudsman Chief Executive Officer Chief Information Officer Director General Associate Director General Vice President Executive Director Executive Director General Special Advisor to Deputy Minister Regional Director General Regional Director Senior Director Director, Cheque Redemption and Control Product Executive, Product Management Delivery Executive, Service Management & Delivery
Level 2	Director Deputy Director Regional Manager, Real Property

TABLE OF EQUIVALENT POSITIONS																																											
Level 3	Manager Financial Management Advisor Facilities Management Integrator Internal Audit Principal Executive Assistant Real Property Project Leader, Parliamentary Precinct																																										
Level 4	<table border="0"> <tr> <td>Head</td> <td>Operator</td> </tr> <tr> <td>Group Head</td> <td>Architect</td> </tr> <tr> <td>Chief</td> <td>Designer</td> </tr> <tr> <td>Section Chief</td> <td>Assistant</td> </tr> <tr> <td>Team Leader</td> <td>Hydrogeologist</td> </tr> <tr> <td>Supervisor</td> <td>Surveyor</td> </tr> <tr> <td>Unit Supervisor</td> <td>Superintendent</td> </tr> <tr> <td>Administrator</td> <td>Planner</td> </tr> <tr> <td>Senior Officer</td> <td>Cartographer</td> </tr> <tr> <td>Officer</td> <td>Foreman</td> </tr> <tr> <td>Project Leader</td> <td>Technician</td> </tr> <tr> <td>Senior Advisor</td> <td>Stores-Person</td> </tr> <tr> <td>Advisor</td> <td>Trainer</td> </tr> <tr> <td>Senior Analyst</td> <td>Counsellor</td> </tr> <tr> <td>Analyst</td> <td>Estimator</td> </tr> <tr> <td>Agent</td> <td>Appraiser</td> </tr> <tr> <td>Coordinator</td> <td>Sign Writer</td> </tr> <tr> <td>Engineer</td> <td>Fitter</td> </tr> <tr> <td>Specialist</td> <td>Procurement Clerk</td> </tr> <tr> <td>Technologist</td> <td></td> </tr> <tr> <td>Inspector</td> <td></td> </tr> </table>	Head	Operator	Group Head	Architect	Chief	Designer	Section Chief	Assistant	Team Leader	Hydrogeologist	Supervisor	Surveyor	Unit Supervisor	Superintendent	Administrator	Planner	Senior Officer	Cartographer	Officer	Foreman	Project Leader	Technician	Senior Advisor	Stores-Person	Advisor	Trainer	Senior Analyst	Counsellor	Analyst	Estimator	Agent	Appraiser	Coordinator	Sign Writer	Engineer	Fitter	Specialist	Procurement Clerk	Technologist		Inspector	
Head	Operator																																										
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Engineer	Fitter																																										
Specialist	Procurement Clerk																																										
Technologist																																											
Inspector																																											

NOTES TO SCHEDULE 1

The Notes to the Schedule define the exceptions where authority is delegated to specific positions. These delegations are referenced in the Schedule.

Column 56 *Access to Information Act*

Specific Delegation of Authority		
Level 1	ADM, Corporate Services and Strategic Policy	Full
	Director General, Executive Secretariat	Full
Level 2	Director, Access to Information and Privacy	Full
Level 3	Manager, Access to Information and Privacy	Full
Level 4	Chief, Access to Information and Privacy	Full (1)
	ATIP Officer	Full (2)
<p>(1) Only in regard to Sections 4(2.1), 7, 8(1), 9, 11(2) to 11(6), 19, 20, 24(1), 25, 27 28 and 33 of the <i>Access to Information Act</i>; Sections 6(1), 7(2)(3) and 8 of the <i>Access to Information Regulations</i>.</p> <p>(2) Only in regard to Sections 4(2.1), 9 and 27(1) of the <i>Access to Information Act</i>.</p>		

Column 57 *Privacy Act*

Specific Delegation of Authority		
Level 1	ADM, Corporate Services and Strategic Policy	Full
	Director General, Executive Secretariat	Full
Level 2	Director, Access to Information and Privacy	Full*
Level 3	Manager, Access to Information and Privacy	Full*
Level 4	Chief, Access to Information and Privacy	Full (1)
	ATIP Officer	Full (2)
<p>* Except for Section 8(2)(m) of the <i>Privacy Act</i> re; personal information to be disclosed in the public interest.</p> <p>(1) Only in regard to Sections 14, 15 and 26 of the <i>Privacy Act</i>; and section 9 of the <i>Privacy Regulation</i>.</p> <p>(2) Only in regard to Section 15 of the <i>Privacy Act</i>.</p>		

ANNEX B

STATISTICAL REPORT ON THE

PRIVACY ACT



Statistical Report on the *Privacy Act*

Name of institution: Public Works and Government Services CanadaReporting period: 2013-04-01 to 2014-03-31

PART 1 – Requests under the *Privacy Act*

	Number of Requests
Received during reporting period	352
Outstanding from previous reporting period	20
Total	372
Closed during reporting period	301
Carried over to next reporting period	71

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	4	21	30	11	0	1	0	67
Disclosed in part	5	20	46	19	1	3	1	95
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	29	93	7	3	0	3	0	135
Request abandoned	4	0	0	0	0	0	0	4
Total	42	134	83	33	1	7	1	301

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests
18(2)	0	22(1)(a)(i)	1	23(a)	1
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)	1	22(1)(b)	2	24(b)	0
19(1)(d)	2	22(1)(c)	0	25	3
19(1)(e)	0	22(2)	0	26	92
19(1)(f)	0	22.1	0	27	11
20	0	22.2	0	28	1
21	1	22.3	1		

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	66	1	0
Disclosed in part	68	27	0
Total	134	28	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	1218	1210	67
Disclosed in part	45348	37295	95
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	4

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	66	1060	1	150	0	0	0	0	0	0
Disclosed in part	48	1785	25	5053	9	5688	12	21029	1	3740
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	4	0	0	0	0	0	0	0	0	0
Total	118	2845	26	5203	9	5688	12	21029	1	3740

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	13	0	0	0	13
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	13	0	0	0	13

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
37	30	1	0	6

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	1	13	14
16 to 30 days	1	3	4
31 to 60 days	0	10	10
61 to 120 days	0	1	1
121 to 180 days	0	3	3
181 to 365 days	1	3	4
More than 365 days	0	1	1
Total	3	34	37

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	1	0	1
Total	1	0	1

PART 3 – Disclosures under subsection 8(2)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Total
40	0	40

PART 4 – Requests for correction of personal information and notations

	Number
Requests for correction received	1
Requests for correction accepted	1
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	34	0	0	0
Disclosed in part	54	0	8	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	11	0	0	0
Request abandoned	0	0	0	0
Total	99	0	8	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	99	0	8	0
Total	99	0	8	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	11	193	0	0
Outstanding from the previous reporting period	1	4	0	0
Total	12	197	0	0
Closed during the reporting period	12	197	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	5	3	1	0	0	0	0	9
Disclose in part	1	0	1	0	0	0	0	2
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	1	0	0	0	0	0	0	1
Total	7	3	2	0	0	0	0	12

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		\$565,020
Overtime		\$10,646
Goods and Services		\$200,888
• Contracts for privacy impact assessments	\$0	
• Professional services contracts	\$144,370	
• Other	\$56,518	
Total		\$776,554

8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	2.00	29.67	31.67
Part-time and casual employees	0.00	1.33	1.33
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	3.89	3.89
Students	0.00	2.00	2.00
Total	2.00	36.89	38.89

