



ANNUAL REPORT TO PARLIAMENT

PRIVACY ACT

**Federal Economic Development Agency
For Southern Ontario**

April 1, 2014 to March 31, 2015



Federal Economic Development
Agency for Southern Ontario

Agence fédérale de développement
économique pour le Sud de l'Ontario

Canada

This publication is available upon request in accessible formats.

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Annual Report to Parliament

Privacy Act

**Federal Economic Development Agency for
Southern Ontario**

April 1, 2014 to March 31, 2015

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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 2 of the Act). The Act also protects an individual's privacy by preventing others from having access to that personal information and allows an individual specific rights concerning the collection and use of his or her 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. For the Federal Economic Development Agency for Southern Ontario (FedDev Ontario), the President has been designated as the head of the institution by order in council.

This annual report describes how FedDev Ontario, in its sixth year of operation, administered its responsibilities under the Act.

ABOUT THE ORGANIZATION

Raison d'être

As Canada's most populous region – home to more than 12 million residents living in 288 communities – southern Ontario's economy is a key contributor to the health of the Canadian economy. In 2009, the Government of Canada created FedDev Ontario with a five-year mandate. Budget 2013 renewed FedDev Ontario for an additional five years, beginning April 2014. To fulfill its mandate, FedDev Ontario supports the competitiveness, innovation, and diversification of southern Ontario's economy by delivering strategic investments to businesses, not-for-profit organizations and communities; establishing and strengthening collaborative partnerships with key economic stakeholders; and representing the region's interests at the federal and national levels.

Responsibilities

FedDev Ontario is aware of the changing economic landscape in the region and has developed another suite of initiatives during its second mandate that will continue to help the region achieve economic prosperity. FedDev Ontario works to support sustainable and long-term economic benefits for the region, contributing to a strong and prosperous Ontario, to ensure a strong and prosperous Canada.

Scope of Operations

FedDev Ontario is headquartered in Kitchener-Waterloo and has regional offices in Ottawa, Peterborough and Toronto. Its mandate covers southern Ontario, which includes 37 Statistics Canada census divisions. According to Statistics Canada's annual population estimates for 2013, this area has a population of over 12.7 million, representing 93.6 percent of Ontario's total population and 36 percent of the total population of Canada.

FedDev Ontario is part of the Industry Canada portfolio. Its President oversees Agency operations and resources, and reports to the Honourable Gary Goodyear, Minister of State (FedDev Ontario).

STRUCTURE OF THE ACCESS TO INFORMATION AND PRIVACY OFFICE

Responsibility for processing requests received under the *Privacy Act* rests with the Access to Information and Privacy (ATIP) Coordinator who reports to the Corporate Secretary of the Agency. The ATIP Coordinator oversees the implementation of the *Access to Information Act* and the *Privacy Act* within FedDev Ontario, and ensures compliance with the legislation. The ATIP Office structure also includes one officer, as per the organizational chart in Annex A.

The ATIP Coordinator is responsible for the development, coordination and implementation of effective policies, guidelines and procedures necessary to manage the Agency's compliance with the Acts. The ATIP Office, which is located in Ottawa's regional office, responds to all formal requests submitted under the applicable Act.

The administration of the above Acts at FedDev Ontario is also facilitated at the branch and regional office levels. Each organizational branch has a liaison officer (reporting to a Vice-President or Director General) who coordinates activities on the administrative processes and procedures of these Acts.

DELEGATION OF AUTHORITY

The ATIP Delegation Order was approved by the President of the Agency on February 2, 2015. This provides full delegated authority to the Vice-President of the Policy, Partnerships and Performance Management Branch, to the Corporate Secretary and to the ATIP Coordinator. The designation of the Corporate Secretary position is for the purpose of providing strategic support and advice to the executive management of the Agency concerning ATIP issues, if and when required. For all daily ATIP activities and operations, the ATIP Coordinator exercises full responsibility. A copy of the ATIP Delegation Order is attached in Annex B.

STATISTICS

FedDev Ontario received and completed five privacy requests from April 1, 2014 to March 31, 2015. This represents a decrease of 58 percent compared to the previous period. A detailed statistical report on privacy requests is attached in Annex C.

Disposition and Completion Time

Of the five requests completed, all were completed within the legislated 30 days or less. In one instance, the requester was granted partial disclosure; and in the other four instances, no records existed.

For the one request where FedDev Ontario held responsive records, a total of 180 pages were processed and 112 pages were disclosed.

Exemptions and Exclusions

As noted in Annex C, exemptions under section 26 of the Act were invoked by FedDev Ontario. No exclusions were cited by the Agency.

No extensions beyond the 30 day statutory limit were taken.

Operational Costs to Administer the *Privacy Act*

Annex C reflects the cost for the privacy component of the ATIP Office. Non-salary costs are estimated at \$1,245, salary-related costs are estimated at \$12,817, overtime-related costs are estimated at \$690, and full-time employees utilized are estimated at 0.18 full time employees.

The total salary cost associated with the administration of the Access to Information Act in the Agency for this fiscal year, including both the ATIP Office and FedDev Ontario officials, is estimated at \$15,084, and the associated human resources are estimated at 0.19 full-time employees.

EDUCATION AND TRAINING

The Agency delivered ten privacy-specific training sessions to 165 employees during the reporting period. The ATIP Coordinator and the ATIP Officer were also available to provide coaching and advice to employees on privacy related matters.

Procedural information for processing privacy requests is posted on the Agency's wiki.

INSTITUTIONAL POLICIES AND PROCEDURES

An ATIP page is available on the external FedDev Ontario website. The page contains general information for the public, points of contact, and links to other key departments and agencies.

FedDev Ontario's internal procedures are reviewed periodically to maintain compliance with Treasury Board Secretariat's policies and guidelines.

COMPLAINTS, AUDITS AND INVESTIGATIONS

There were no complaints received and no audits or investigations concluded concerning the administration of the Act during this reporting period.

PROCESSING TIMES

The ATIP Office monitors the time to process privacy requests on an ongoing basis using the ATIP requests management software in order to ensure compliance with established deadlines. The Corporate Secretary, Vice-Presidents, Directors General or the Office of the President are notified as appropriate.

MATERIAL PRIVACY BREACHES

No material privacy breaches occurred during this reporting period.

PRIVACY IMPACT ASSESSMENT

During this reporting period, FedDev Ontario did not initiate any Privacy Impact Assessments and, therefore, no assessments were forwarded to the Office of the Privacy Commissioner.

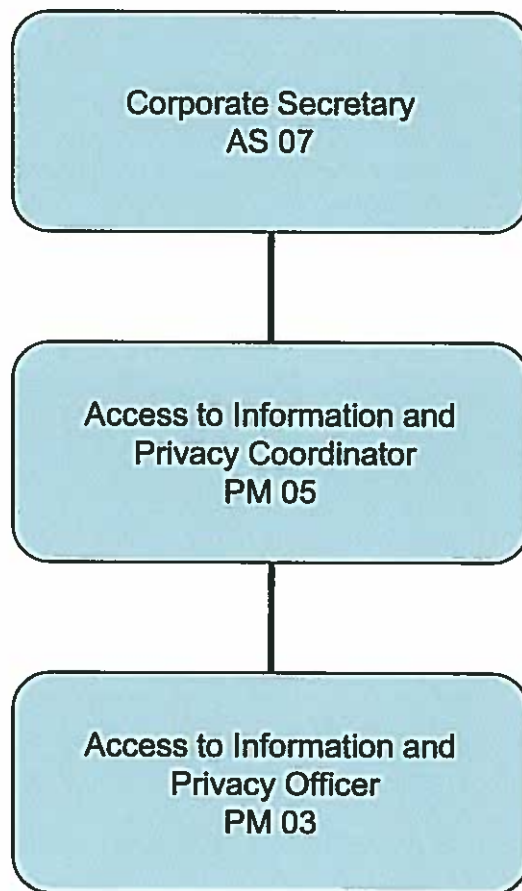
DISCLOSURE PURSUANT TO PARAGRAPH 8(2)(m)

There were no disclosures pursuant to paragraph 8(2)(m) for the period April 1, 2014 to March 31, 2015.

ANNEX A – Structure of Access to Information and Privacy Office

Federal Economic Development Agency for Southern Ontario

Access to Information and Privacy Office



ANNEX B – Delegation Order

Federal Economic Development Agency for Southern Ontario /
Agence fédérale de développement économique pour le Sud de
l'Ontario

Access to Information Act and Privacy Act Delegation Order

***Arrêté sur la délégation en vertu de la Loi sur l'accès à
l'information et de la Loi sur protection des renseignements
personnels***

The President of the Federal Economic Development Agency for Southern Ontario, pursuant to section 73 of the *Access to Information Act* and the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers and functions of the President as the head of a government institution, under the sections of the Acts set out in the schedule opposite each position. This Delegation Order supersedes all previous Delegation Orders.

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et la *Loi sur la protection des renseignements personnels*, la Présidente de l'Agence fédérale de développement économique pour le Sud de l'Ontario délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable d'une institution fédérale, investie par les articles des lois mentionnées en regard de chaque poste. Le présent décret de délégation remplace et annule tout décret antérieur.

Schedule / Annexe

Position / Poste	<i>Access to Information Act and Regulations / Loi sur l'accès à l'information et règlements</i>	<i>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements</i>
Corporate Secretary / Secrétaire générale	Full authority / Autorité absolue	Full authority / Autorité absolue

and

Access to Information
and Privacy Coordinator,
Corporate Secretariat /
Coordonnateur de l'accès
à l'information et de la
protection des
renseignements
personnels, Secrétariat
ministériel

Full authority /
Autorité absolue

Full authority /
Autorité absolue

and

Vice-President, Policy,
Partnerships &
Performance
Management / Vice-
président, Politiques,
partenariats et gestion de
rendement

Full authority /
Autorité absolue

Full authority /
Autorité absolue

Dated, at the City of Ottawa
this 2 day of Feb , 2015

Daté, en la ville d'Ottawa
ce 2 jour de février 2015



Karen Ellis, President

Federal Economic Development Agency for Southern Ontario

Karen Ellis, Présidente
Agence fédérale de développement économique pour le Sud de l'Ontario

ANNEX C – Statistical Report



Statistical Report on the *Privacy Act*

Name of institution: Federal Economic Development Agency for Southern Ont

Reporting period: 2014-04-01 to 2015-03-31

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	5
Outstanding from previous reporting period	0
Total	5
Closed during reporting period	5
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	1	0	0	0	0	0	0	1
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	4	0	0	0	0	0	0	4
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	5	0	0	0	0	0	0	5

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	1
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)	0	70(1)(d)	0
69(1)(b)	0	70(1)(a)	0	70(1)(e)	0
69.1	0	70(1)(b)	0	70(1)(f)	0
		70(1)(c)	0	70.1	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	0	0	0
Disclosed in part	0	1	0
Total	0	1	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	180	112	1
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
Total	180	112	1

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	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	1	112	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
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	0	0	1	112	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
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	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 Subsections 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
0	0	0	0

Part 4: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
Total	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
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 of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the 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 of Canada 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	
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
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	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
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

7.1 Requests with Legal Services

Number of Days	Fewer 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
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

7.2 Requests with Privy Council Office

Number of Days	Fewer 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
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Part 8: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
0	0	0	0	0

Part 9: Privacy Impact Assessments (PIAs)

Number of PIA(s) completed	0
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Part 10: Resources Related to the *Privacy Act*

10.1 Costs

Expenditures		Amount
Salaries		\$12,817
Overtime		\$690
Goods and Services		\$1,245
• Professional services contracts	\$280	
• Other	\$965	
Total		\$14,752

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.18
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.18

Note: Enter values to two decimal places.