

PA Annual Report

Report on the Administration of the Privacy Act

2015-2016

Final

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2016 May

mai 2016

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Table of Contents

1.	INTRODUCTION	2
2.	STRUCTURE	3
3.	DELEGATION ORDER	4
4.	2015-2016 STATISTICAL DATA	5
4.1	Interpretation	12
4.1.1	Part 1 – Requests under the <i>Privacy Act</i>	12
4.1.2	Part 2 – Requests Closed During the Reporting Period	12
4.1.3	Part 3 – Disclosures under Subsections 8(2) and 8(5)	13
4.1.4	Part 4 – Requests for Correction of Personal Information and Notations.....	13
4.1.5	Part 5 – Extensions.....	13
4.1.6	Part 6 – Consultations Received from Other Institutions and Organizations	13
4.1.7	Part 7 – Completion Time of Consultations on Cabinet Confidences.....	14
4.1.8	Part 8 – Complaints and Investigations Notices Received.....	14
4.1.9	Part 9 – Privacy Impact Assessments.....	14
4.1.10	Part 10 – Resources Related to the <i>Privacy Act</i>	14
4.2	Multi-Year Trends	15
5.	TRAINING AND AWARENESS.....	15
6.	INSTITUTION-SPECIFIC PROCEDURES	15
7.	COMPLAINTS.....	16
8.	MONITORING PROCESSING TIME	16
9.	PRIVACY BREACHES.....	16
10.	PRIVACY IMPACT ASSESSMENT	16
11.	DISCLOSURES PURSUANT TO PARAGRAPH 8(2)(M)	16

1. INTRODUCTION

This annual report to Parliament is prepared and tabled in accordance with section 72 of the [Privacy Act](#). The report provides a summary of the activities related to the administration of the Act within Atomic Energy of Canada Limited (**AECL**) during fiscal year ending March 31, 2016.

The purpose of the *Privacy Act* (**PA**) is to protect personal information held by government institutions and to provide individuals with a right of access to their own information.

Mandate

AECL's mandate is to enable nuclear science and technology and fulfill Canada's radioactive waste and decommissioning responsibilities. This work is undertaken at eight main sites across Canada, with headquarters in Chalk River, Ontario. The Chalk River site is AECL's main laboratory campus and Canada's largest research and development complex. This science campus boasts multiple highly-specialized and unique laboratory facilities, testing equipment and a large research reactor, the National Research Universal, all of which are used to leverage nuclear science and technology for peaceful purposes. Scientific activities have important applications in the areas of health, safety, security, energy, non-proliferation, environmental protection and emergency response that benefit Canada and Canadians.



AECL is also responsible for addressing Canada's radioactive waste and decommissioning responsibilities. These responsibilities stem from decades of nuclear research and development activities at the Chalk River Laboratories, the Whiteshell Laboratories in Manitoba, as well as other sites in Ontario and Quebec. AECL is responsible for the proper and safe clean-up, remediation and long-term management of the radioactive waste at its sites. On behalf of the Government of Canada, AECL also oversees similar work at sites where the Government has assumed specific responsibility for historic, low-level radioactive waste, such as in the municipalities of Port Hope and Port Granby, in Ontario.

AECL receives federal funding to deliver on its mandate and reports to Parliament through the Minister of Natural Resources. It also leverages the unique capabilities at its sites to support industry and other third parties on commercial terms.

AECL delivers its mandate, including its support of industry and other third parties on

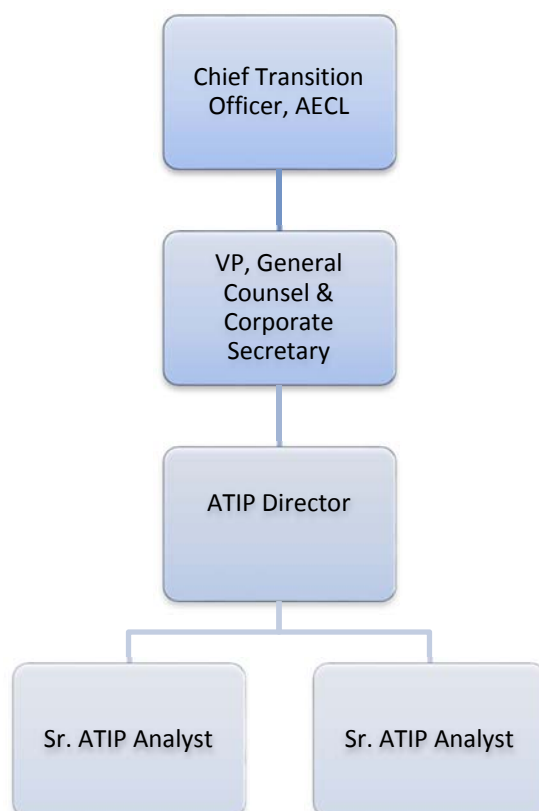
commercial terms, through long-term contracts with the private-sector for the management and operation of its sites.

2. STRUCTURE

To fulfill PA responsibilities, AECL established an Access to Information and Privacy (**ATIP**) Office in Ottawa, Ontario. The ATIP Office is the focal point for the application and administration of the *Access to Information Act* (**ATIA**) and the PA within AECL. It is involved in policy matters related to the implementation of the ATIA and the PA within AECL, it deals directly with the public and employees in connection with ATIA and PA requests, and it serves as the center of expertise in enabling AECL to meet its statutory obligations under the ATIA and PA.

The ATIP Office consists of two senior analysts along with a Director who reports directly to the Vice-President, General Counsel & Corporate Secretary.

ATIP Office Organizational Chart



3. DELEGATION ORDER

Under the PA, the Acting Chief Transition Officer, acting as the head of AECL pursuant to a resolution of the AECL board of directors, is the designated head of the institution for the purpose of administering the legislation. Section 73 authorizes the head of the institution to designate, by order, one or more officers or employees to exercise or perform any powers, duties or functions of the head that are specified in the order. As ATIP Coordinator, the ATIP Director holds full delegated authority under the PA.



AECL EACL

**Access to Information Act and Privacy Act Delegation Order /
Arrêté de délégation en vertu de la Loi sur l'accès à
l'information et de la Loi sur la protection des
renseignements personnels**

Pursuant to section 73 of the *Access to Information Act* and section 73 of the *Privacy Act*, the Chief Transition Officer (CTO) of Atomic Energy of Canada Limited (AECL), acting as the head of AECL pursuant to a resolution of the AECL board of directors, hereby designates the person holding the position set out in the schedule hereto, or the person occupying on an acting basis this position, to exercise the powers, duties and functions of the CTO, under the provisions of the Acts and related regulations set out in the schedule opposite the position. This designation replaces all previous delegation orders.

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, l'Agent principal de la transition d'Énergie atomique du Canada limitée (EACL), responsable intérimaire d'EACL en vertu d'une résolution du conseil d'administration d'EACL, délègue au titulaire du poste mentionné à l'annexe ci-après, ainsi qu'à la personne occupant à titre intérimaire ledit poste, les attributions dont il est, en qualité de responsable d'EACL, investi par les dispositions de la Loi ou de son règlement mentionnées en regard du poste. Le présent document remplace et annule tout arrêté antérieur.

Schedule / Annexe		
Position / Poste	<i>Access to Information Act and Regulations / Loi sur l'accès à l'information et Règlement</i>	<i>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et Règlement</i>
Director of the Access to Information and Privacy Office / Directeur, bureau de l'accès à l'information et de la protection des renseignements personnels	Full authority / Autorité absolue	Full authority / Autorité absolue

Jon Lundy, Chief Transition Officer of Atomic Energy of Canada Limited / Agent principal de la transition d'Énergie atomique du Canada limitée

April 1st, 2015 / Le 1^{ier} avril, 2015.

Date



4. 2015-2016 STATISTICAL DATA



Statistical Report on the *Privacy Act*

Name of institution: Atomic Energy of Canada Limited

Reporting period: 2015-04-01 to 2016-03-31

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	7
Outstanding from previous reporting period	1
Total	8
Closed during reporting period	8
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	1	1	0	0	0	0	0	2
Disclosed in part	0	3	1	0	0	0	0	4
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	2	0	0	0	0	0	0	2
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	3	4	1	0	0	0	0	8

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	4
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	2	0	0
Disclosed in part	3	1	0
Total	5	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	31	31	2
Disclosed in part	1043	893	4
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
Total	1074	924	6

2

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	2	31	0	0	0	0	0	0	0	0
Disclosed in part	0	0	4	893	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	2	31	4	893	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	1	1	0	0	2
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	1	1	0	0	2

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
1	0	1	0	0

3

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	1	1
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	1	1

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	1	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	1	0

4

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	1	0
Total	0	0	1	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							
	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	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		\$87,252
Overtime		\$0
Goods and Services		\$632
• Professional services contracts	\$0	
• Other	\$632	
Total		\$87,884

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.50
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.50

4.1 Interpretation

4.1.1 Part 1 – Requests under the *Privacy Act*

Number of Requests

AECL received 7 new requests for personal information under the PA and one request was carried over from the previous fiscal year. All of the 8 requests were completed during the reporting year.

4.1.2 Part 2 – Requests Closed During the Reporting Period

Part 2.1 – Disposition and Completion Time

Of the eight requests completed in 2015-2016, 7 requests were completed within 30 days and one request was completed between 31 to 60 days. Four requests were disclosed in part, 2 others were disclosed in full and no records were found in response to the last 2 requests.

Part 2.2 – Exemptions

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

Reason	Incidence
Personal Information (s.26)	2

Part 2.3 - Exclusions

No exclusions were cited in fiscal year 2015-2016.

Part 2.4 – Format of Information Released

Access to the relevant documents for the 6 completed requests disclosed was provided in paper format for 5 requests and in electronic format for one request.

Part 2.5 – Complexity

Part 2.5.1 – Relevant Pages Processed and Disclosed

31 pages were processed and fully disclosed for 2 requests. For the 4 disclosed-in-part requests, 1043 pages were processed and a total of 893 pages were disclosed.

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

The 2 fully disclosed requests had less than 100 pages processed. The 4 requests that were disclosed in part, had between 101 and 500 pages processed for each request.

Part 2.5.3 – Other Complexities

One processed request required consultation and one required legal advice. No processed requests had other complexities.

Part 2.6 – Deemed Refusals**Part 2.6.1 – Reasons for not meeting statutory deadline**

AECL has closed one request past the statutory deadline due to external consultation in the fiscal year 2015-2016.

Part 2.6.2 – Number of days past deadline

The one request that required external consultation was 1 to 15 days past deadline.

Part 2.7 – Request for Translation

No translations were prepared during the period under review.

4.1.3 Part 3 – Disclosures under Subsections 8(2) and 8(5)

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 PA.

4.1.4 Part 4 – Requests for Correction of Personal Information and Notations

Neither corrections nor notations were requested during the reporting period.

4.1.5 Part 5 – Extensions**Part 5.1 – Reasons for extensions and disposition of requests**

One extension was required for consultations with another government department during the reporting period.

Part 5.2 – Length of extensions

One extension of 16 to 30 days was required for consultations with another government department during the period under review.

4.1.6 Part 6 – Consultations Received from Other Institutions and Organizations**Part 6.1 – Consultations received from other Government of Canada institutions and other organizations**

No consultations were received from other federal institutions or other organizations during the reporting period.

Part 6.2 – Recommendations and completion time for consultations received from other Government of Canada institutions

No consultations were received from other federal institutions during the reporting period.

Part 6.3 – Recommendations and completion time for consultations received from other organizations

No consultations were received from other organizations during the reporting period.

4.1.7 Part 7 – Completion Time of Consultations on Cabinet Confidences

AECL did not process any Cabinet confidences in relation to requests under the *Privacy Act* during the reporting year.

Part 7.1 – Requests with Legal Services

No consultations were required with legal services concerning Cabinet confidence during the reporting period.

Part 7.2 Requests with Privacy Council Office

No consultations were required with Privy Council Office concerning Cabinet confidences during the reporting period.

4.1.8 Part 8 – Complaints and Investigations Notices Received

AECL received no privacy complaints and no audits or investigations were concluded during the reporting period 2015-2016.

4.1.9 Part 9 – Privacy Impact Assessments

AECL did not complete any Privacy Impact Assessment during the reporting period.

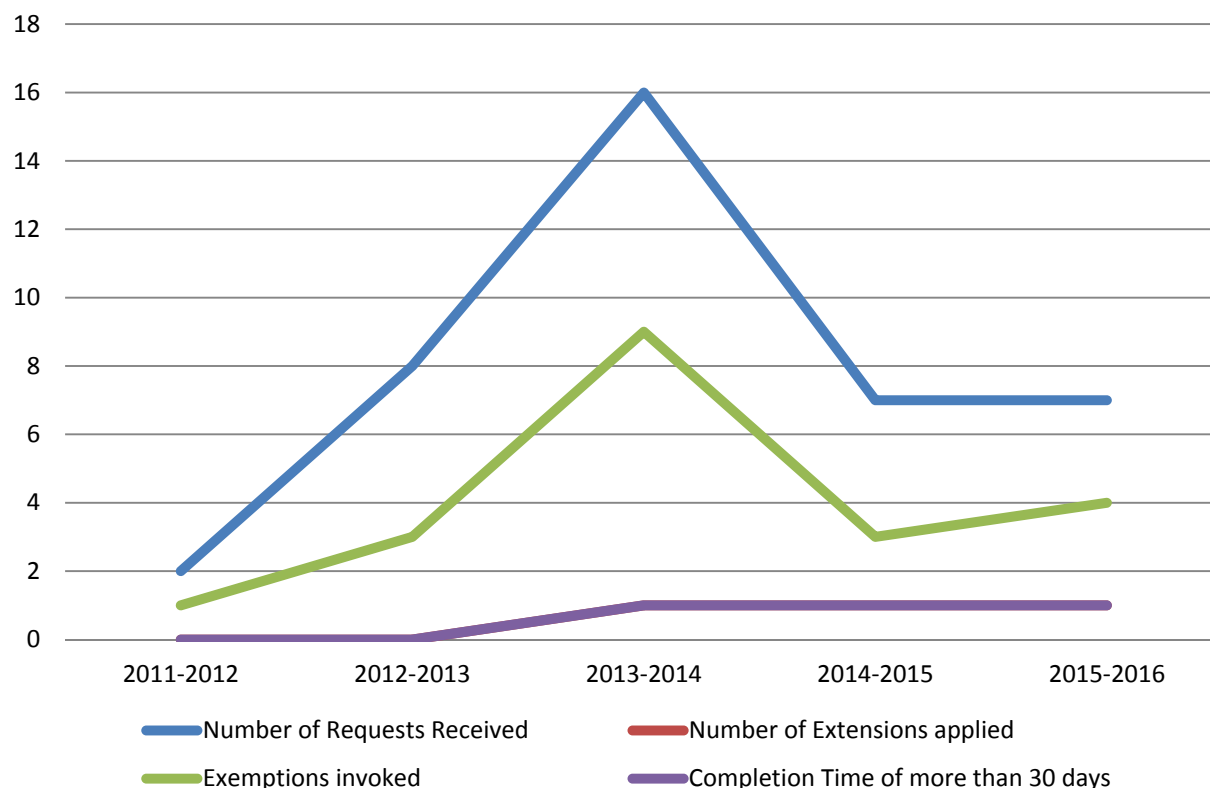
4.1.10 Part 10 – Resources Related to the *Privacy Act***Part 10.1 – Costs**

Total salary costs associated with *Privacy Act* activities are estimated at \$87,252.00 for 2015-2016. Other operation and maintenance costs amounted to \$632.00 for a total of \$87,884.00.

Part 10.2 – Human Resources

The associated full-time equivalency human resource was 0.5.

4.2 Multi-Year Trends



5. TRAINING AND AWARENESS

No formal training activities were provided during the reporting period 2015-2016. Informal briefing sessions were given regularly by the ATIP Director during the process of retrieval and review of documents in response to PA requests. Training is expected to be undertaken in the current fiscal year.

6. INSTITUTION-SPECIFIC PROCEDURES

AECL implemented a new institution-specific Access to Information and Privacy Procedure during the reporting period 2015-2016. Several Privacy statements have also been added to institution-specific forms collecting personal information.

Additionally, AECL continuously worked to identify new collections of personal information and reviewed AECL's Personal Information Banks (PIBs) registered with the Information and Privacy

Policy Division at Treasury Board Secretariat. No new PIB update or registration were necessary during fiscal year 2015-2016.

7. COMPLAINTS

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 privacy complaints, and no audits or investigations were concluded during the reporting period 2015-2016.

8. MONITORING PROCESSING TIME

AECL utilizes Privasoft software as a tool to monitor the time to process every access to information requests. No other monitoring was necessary or conducted during the reporting period as 100% of the requests were completed on time.

9. PRIVACY BREACHES

To our knowledge, no material privacy breaches occurred during the reporting period.

10. PRIVACY IMPACT ASSESSMENT

AECL did not complete any Privacy Impact Assessments during the reporting year.

11. DISCLOSURES PURSUANT TO PARAGRAPH 8(2)(M)

During this fiscal year and to our knowledge, no disclosures of personal information were made under paragraph 8(2)(m) of the *Privacy Act*.