


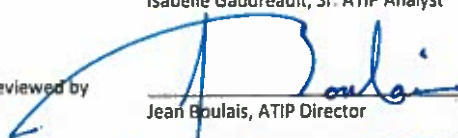
PA Annual Report

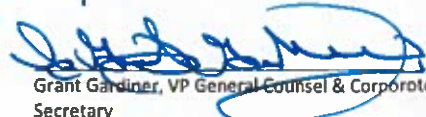
Report on the Administration of the Privacy Act

2016-2017

Final

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Secretary

2017 May

mai 2017

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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, 2017.

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 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 one senior analyst 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 President 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

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

14/4/2016
Date

4. 2016-2017 STATISTICAL DATA



Statistical Report on the *Privacy Act*

Name of institution: Atomic Energy of Canada Limited

Reporting period: 2016-04-01 to 2017-03-31

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	3
Outstanding from previous reporting period	0
Total	3
Closed during reporting period	2
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							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	2	0	0	0	0	0	2
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	0	2	0	0	0	0	0	2

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	2
19(1)(f)	0	22.1	0	27	1
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	2	0
Total	0	2	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	208	204	2
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
Total	208	204	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	0	0	0	0	0	0	0	0	0	0
Disclosed in part	1	74	1	130	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	1	74	1	130	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							
	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		\$37,594
Overtime		\$0
Goods and Services		\$576
• Professional services contracts	\$0	
• Other	\$576	
Total		\$38,170

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.25
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.25

Note: Enter values to two decimal places.

4.1 Interpretation

4.1.1 Part 1 – Requests under the *Privacy Act*

Number of Requests

AECL received 3 new requests for personal information under the PA. Two of the 3 requests were completed during the reporting year and one was carried forward to next fiscal year 2017-2018.

4.1.2 Part 2 – Requests Closed During the Reporting Period

Part 2.1 – Disposition and Completion Time

The two requests completed in 2016-2017 were completed between 16 to 30 days. These two requests were disclosed in part.

Part 2.2 – Exemptions

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

Reason	Incidence
Personal Information (s.26)	2
Solicitor-client privilege (s.27)	1

Part 2.3 - Exclusions

No exclusions were cited in fiscal year 2016-2017.

Part 2.4 – Format of Information Released

Access to the relevant documents for the two completed requests disclosed was provided in electronic format.

Part 2.5 – Complexity

Part 2.5.1 – Relevant Pages Processed and Disclosed

For the 2 disclosed-in-part requests, 208 pages were processed and a total of 204 pages were disclosed.

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

One partially disclosed request had less than 100 pages processed and one had between 101 and 500 pages processed.

Part 2.5.3 – Other Complexities

No processed requests had other complexities.

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

AECL has no deemed refusals to report in the fiscal year 2016-2017.

Part 2.6.2 – Number of days past deadline

AECL has no deemed refusals to report in the fiscal year 2016-2017.

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**

No extension was required during the reporting period.

Part 5.2 – Length of extensions

No extension was required during the reporting period.

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 2016-2017.

4.1.9 Part 9 – Privacy Impact Assessments

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

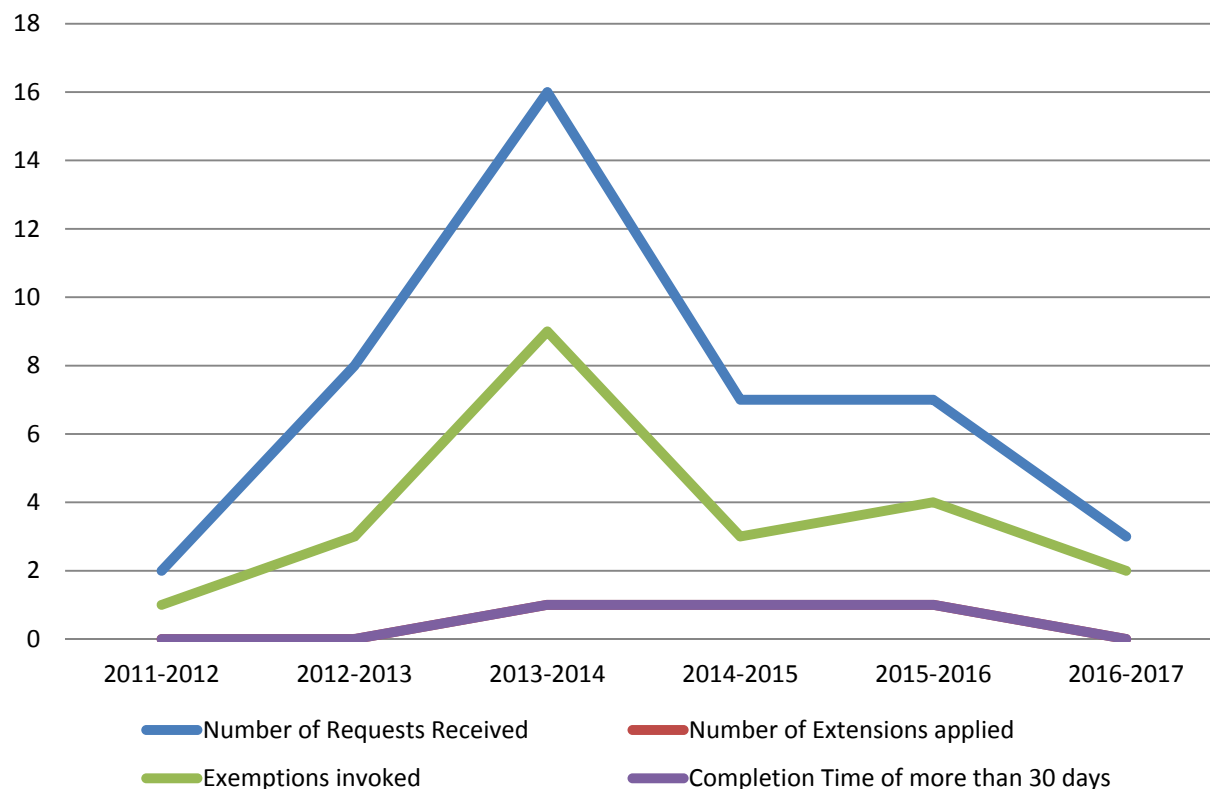
4.1.10 Part 10 – Resources Related to the *Privacy Act***Part 10.1 – Costs**

Total salary costs associated with *Privacy Act* activities are estimated at \$37,594.00 for 2016-2017. Other operation and maintenance costs amounted to \$576.00 for a total of \$38,170.00.

Part 10.2 – Human Resources

The associated full-time equivalency human resource was 0.25.

4.2 Multi-Year Trends



5. TRAINING AND AWARENESS

One formal companywide training activity was provided by the ATIP Director during the reporting period 2015-2016.

6. INSTITUTION-SPECIFIC PROCEDURES

AECL did not implement any new and/or revised institution-specific Access to Information related policies, guidelines or procedures during the reporting year 2016-2017. Therefore, several Privacy statements have 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 2016-2017.

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 2016-2017.

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*.