



# ANNUAL REPORT TO PARLIAMENT

## PRIVACY ACT

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**Federal Economic Development Agency for Southern Ontario**

*April 1, 2017 to March 31, 2018*



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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## **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. The Act also protects an individual's privacy by preventing others from having access to that personal information and provides individuals with specific rights concerning the collection and use of their personal 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. Tabling of the report “shall be laid before each House of Parliament within three months after the financial year in respect of which it is made or, if that House is not then sitting, on any of the first fifteen days next thereafter that it is sitting.”

This Annual Report describes how FedDev Ontario, in its ninth year of operation, administered its responsibilities under the Act.

## **ABOUT THE ORGANIZATION**

### **Raison d'être**

FedDev Ontario was created in 2009 to work with communities, businesses, not-for-profit organizations and other levels of government in southern Ontario, to actively promote the region, and to build a strong foundation of investment and partnerships to help secure the region's economic growth and long-term prosperity.

In 2018, FedDev Ontario's mandate was renewed for a five-year term, from 2019-2020 to 2023-2024.

### **Responsibilities**

Through its suite of programs and activities, FedDev Ontario works to strengthen economic capacity for innovation, entrepreneurship and collaboration and to promote the development of a strong and diversified southern Ontario economy.

### **Scope of Operations**

FedDev Ontario is headquartered in Waterloo and has regional offices in Ottawa, Peterborough and Toronto. Its mandate covers southern Ontario, which includes 37 Statistics Canada census divisions.

FedDev Ontario is part of the Innovation, Science and Economic Development portfolio. Its President oversees Agency operations and resources and reports to the Minister of Innovation, Science and Economic Development.

## **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. The ATIP Coordinator oversees the administration of the *Access to Information Act* and the *Privacy Act* (the Acts) 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; this position became vacant in July 2017 and has not yet been filled indeterminately.

The ATIP Coordinator is responsible for all daily ATIP activities and operations, as well as 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.

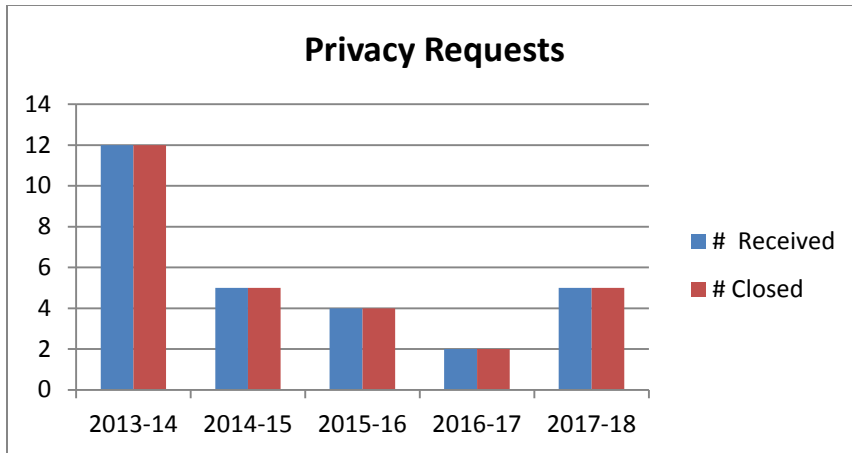
The administration of both Acts at FedDev Ontario is also facilitated at the branch and regional office levels. Each organizational branch has a liaison officer who coordinates activities on the administrative processes and procedures of these Acts.

## **DELEGATION OF AUTHORITY**

The current ATIP Delegation Order was approved by the President (the head of the institution) on May 3, 2018. It provides full delegated authority to the ATIP Coordinator and to the Corporate Secretary. A copy of the ATIP Delegation Order is attached in Annex B.

## **STATISTICS**

FedDev Ontario received and completed five privacy requests from April 1, 2017 to March 31, 2018. This represents an increase of 150% compared to the previous reporting period. The number is in line with five-year averages as shown in Graph 1, below. A detailed statistical report on privacy requests is attached in Annex C.



Graph 1

### Disposition and Completion Time

Of the five requests completed, four were completed within the legislated 30 days or less and one request was completed within the 31-60 days timeline. In one instance, the requester was granted full disclosure; three were abandoned by the respective requesters and one had no responsive records.

For the one request where FedDev Ontario held responsive records, a total of 22 pages was processed and 22 pages were disclosed.

### Exemptions and Exclusions

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

No extensions beyond the 30-day statutory limit were taken.

### EDUCATION AND TRAINING

All FedDev Ontario employees are required to take the Canada School of Public Service course on Access to Information and Privacy Fundamentals. Between April 1, 2017 and March 31, 2018, a total of 157 people completed the course.

During this reporting period, the ATIP Office conducted a more focused ATIP training for 18 participants. This training included a review of the *Access to Information Act* and the *Privacy Act*, as well as discussion of the roles and responsibilities of the Liaison Officers, administrative staff and Offices of Primary Interest (OPIs).

Throughout the reporting period, the ATIP Coordinator provided ongoing advice and coaching to employees on privacy related matters as required.

## **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 ensure 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, Director Generals and/or the Office of the President are notified as appropriate.

## **MATERIAL PRIVACY BREACHES**

No material privacy breach 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.

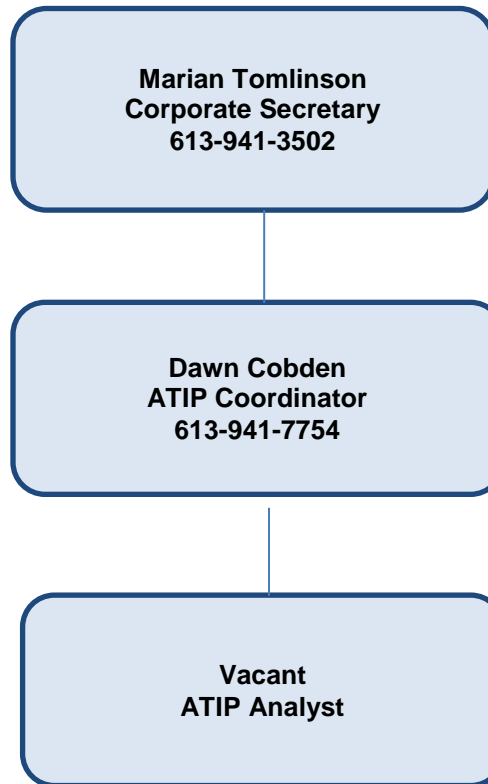
## **DISCLOSURE PURSUANT TO PARAGRAPH 8(2)(m)**

There were no disclosures pursuant to paragraph 8(2)(m) for the period April 1, 2017 to March 31, 2018.

**ANNEX A – Structure of Access to Information and Privacy Office**



## Access to Information and Privacy Office



**ANNEX B – Delegation Order**

## *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  
Regulations /

*Access to Information Act /  
and Regulations  
Loi sur l'accès à l'information  
et règlements*

*Privacy Act and  
Regulations  
Loi sur la protection  
des renseignements  
personnels et  
reglements*

Corporate Secretary /  
Secrétaire générale

Full authority /  
Autorité absolue

Full authority /  
Autorité absolue

and

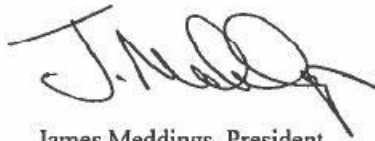
Access to Information and Privacy  
Coordinator, Corporate Secretariat /  
Coordonnateur de l'accès à l'information  
et de la protection des renseignements  
personnels, Secrétariat ministériel

Full authority /  
Autorité absolue

Full authority /  
Autorité absolue

Dated at the City of Ottawa  
this 3<sup>rd</sup> day of May, 2018

Daté en la ville d'Ottawa  
ce jour de 2018



James Meddings, President  
Federal Economic Development Agency for Southern Ontario

James Meddings, Président  
Agence fédérale de développement économique pour le Sud de l'Ontario

**ANNEX C – Statistical Report**



## Statistical Report on the *Privacy Act*

Name of institution: FedDev Ontario

Reporting period: 2017-04-01 to 2018-03-31

### Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	5
Outstanding from previous reporting period	0
<b>Total</b>	<b>5</b>
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	1	0	0	0	0	1
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
No records exist	1	0	0	0	0	0	0	1
Request abandoned	3	0	0	0	0	0	0	3
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>

## 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	0
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	1	0
Disclosed in part	0	0	0
<b>Total</b>	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	22	22	1
Disclosed in part	0	0	0
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	3
Neither confirmed nor denied	0	0	0
<b>Total</b>	22	22	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	1	22	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	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	3	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>4</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 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
<b>Total</b>	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
<b>Total</b>	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
<b>Total</b>	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
<b>Total</b>	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
<b>Total</b>	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
<b>Total</b>	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
<b>Total</b>	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
<b>Total</b>	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
<b>Total</b>	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
<b>Total</b>	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		\$5,827
Overtime		\$0
Goods and Services		\$527
• Professional services contracts	\$99	
• Other	\$428	
<b>Total</b>		<b>\$6,354</b>

### 10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.08
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.01
<b>Total</b>	<b>0.09</b>

**Note:** Enter values to two decimal places.