

## Privacy Act

## Annual Report


**2018-19**

**Final**

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## 1. INTRODUCTION

This annual report to Parliament is prepared and tabled in accordance with section 72 of the [Privacy Act \(PA\)](#). 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, 2019.

The purpose of the *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 to protect the environment by fulfilling the government of Canada's radioactive waste and decommissioning responsibilities.

AECL receives funding from the Government of Canada to deliver on its mandate. As a federal Crown corporation, AECL reports to Parliament through the Minister of Natural Resources.

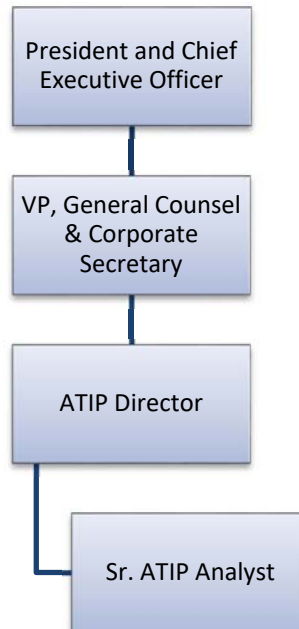
AECL delivers its mandate through long-term contracts with the private-sector for the management and operation of its sites. More information on AECL's activities and governance structure are available on AECL's website at [www.aecl.ca](http://www.aecl.ca).

## 2. ORGANIZATIONAL STRUCTURE

AECL's Access to Information and Privacy (**ATIP**) Office, located in Ottawa, Ontario, is the focal point for the application of the ATIP legislations within AECL. The mandate of the ATIP Office is to implement and administer AECL's obligations under the [Access to Information Act \(ATIA\)](#) and the *PA*. The Office deals directly with the public and employees in relation to access to information and privacy requests, and serves as the center of ATIP expertise in enabling AECL to meet its statutory obligations under the Acts.

The ATIP Office consists of one Director and one Senior Analyst. The ATIP Director reports directly to the Vice-President, General Counsel and Corporate Secretary of AECL. The equivalent of 1.5 full time employee (**FTE**) was applied to *ATIA* matters and 0.5 FTE was applied to *PA* matters.

### Organizational Structure of the ATIP Office



### 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 of AECL to exercise or perform any powers, duties or functions of the head of AECL that are specified in the order. As ATIP Coordinator, the ATIP Director holds full delegated authority under the PA. The signed copy of the Delegation Order is included in appendix A.

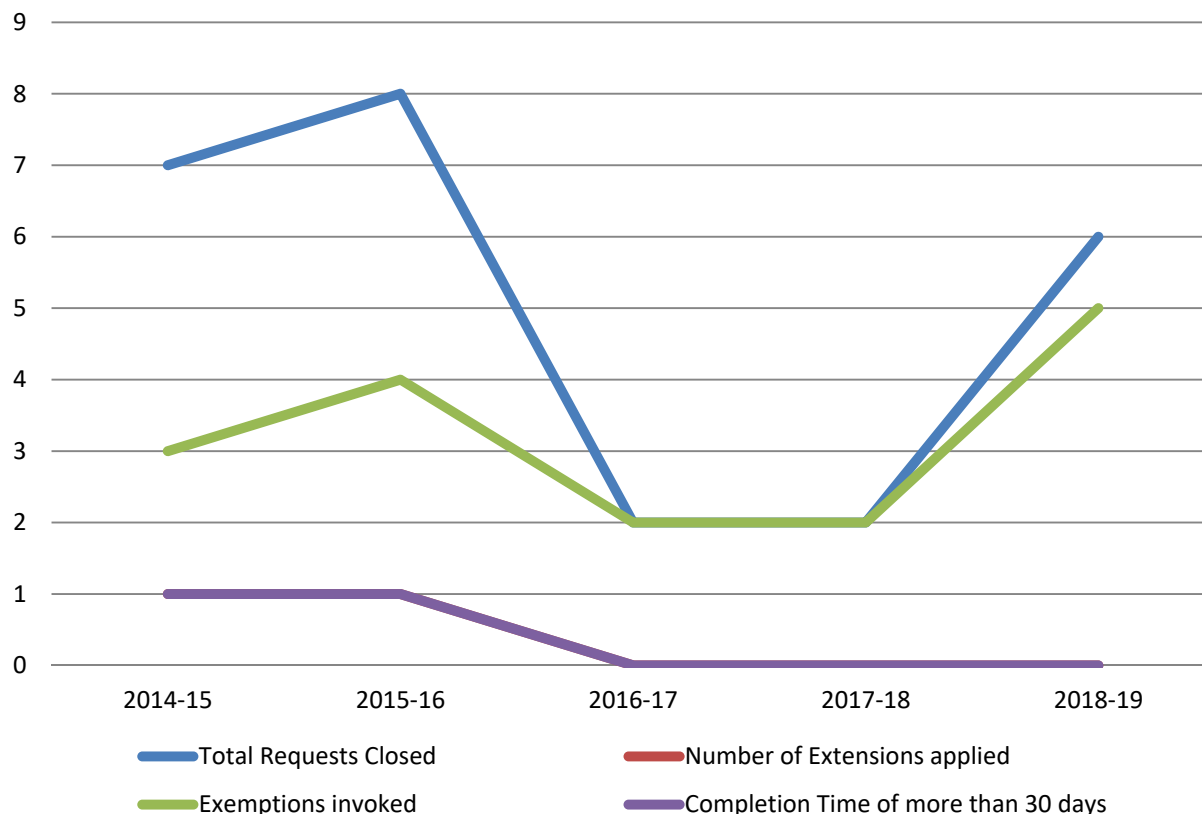
### 4. 2018-19 HIGHLIGHTS

AECL received 2 new requests in 2018-19 for personal information subject to the PA. Four requests were outstanding from the previous year. All 6 requests were completed within 30 days with a total of 5,853 pages reviewed.

In support of the decentralized self-publishing of institutional *Info Source* chapters, AECL's *Info Source* Chapter can be found on AECL's external website at <https://www.aecl.ca/access-to-information-and-privacy-acts/info-source/>.

AECL did not disclose any personal information pursuant to subsection 8(2)(m) of the PA.

### Multiyear Trend



## 4.1 Interpretation of the Statistical Report, 2018-19

The completed Statistical Report 2018-19 is included in appendix B.

### 4.1.1 Part 1 – Requests under the PA

#### Number of Requests

AECL received 2 new requests for personal information under the PA and 4 requests were outstanding from the previous reporting year. All 6 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

All six requests closed in 2018-19 were completed within 30 days. One of those requests was fully disclosed and the five other requests were disclosed in part.

**Part 2.2 – Exemptions**

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

<b>Reason</b>	<b>Incidence</b>
Personal Information (s.26)	5
Solicitor-client privilege (s.27)	4

**Part 2.3 - Exclusions**

No exclusions were cited in fiscal year 2018-19.

**Part 2.4 – Format of Information Released**

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

**Part 2.5 – Complexity****Part 2.5.1 – Relevant Pages Processed and Disclosed**

29 pages were processed and fully disclosed for one request. For the five disclosed-in-part requests, 5,824 pages were processed and a total of 2,632 pages were disclosed.

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

The one fully disclosed request had less than 100 pages processed. Of the 5 requests that were disclosed in part, one had less than 100 pages processed, one request between 101 and 500 pages processed and 3 requests had between 501 and 1,000 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 2018-19.

**Part 2.6.2 – Number of days past deadline**

AECL has no deemed refusals to report in the fiscal year 2018-19.

**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 one privacy complaint and no audits or investigations were concluded during the reporting period 2018-19.

**4.1.9 Part 9 – Privacy Impact Assessments**

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

**4.1.10 Part 10 – Resources Related to the PA****Part 10.1 – Costs**

Total salary costs associated with *PA* activities are estimated at \$71,607 for 2018-19. Other operation and maintenance costs amounted to \$11,013 for a total of \$82,620.

**Part 10.2 – Human Resources**

The associated full-time equivalency human resource was 0.5.

**5. TRAINING AND AWARENESS**

One formal training activity was provided to two Canadian Nuclear Laboratories employees in Deep River, Ontario by the ATIP Director during the reporting period 2018-19. Additionally, informal briefing sessions were given regularly by the ATIP Director during the process of retrieval and review of documents in response to *PA* requests.

**6. INSTITUTION-SPECIFIC PROCEDURES**

AECL implemented a new “Terms of Use and Privacy” for its new and improved external website <https://www.aecl.ca/terms-of-use-and-privacy/>. Furthermore, AECL revised and translated their “Privacy Practices” and “Privacy Protocol for Non-Administrative Purposes” during the reporting year 2018-19. Several Privacy statements were also added to institution-specific forms collecting personal information.

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 2018-19.



**7. COMPLAINTS**

Applicants have the right to file a complaint pursuant to the *PA* and may exercise this right at any time during the processing of their request. AECL received one new complaint related to a *PA* request during the reporting period 2018-19. No audits or investigations were concluded during the reporting year.

**8. MONITORING PROCESSING TIME**

AECL uses Privasoft software as a tool to monitor the time required to process each privacy request and requests for corrections. 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*.

**12. APPENDIX A – DELEGATION ORDER**



**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 President of Atomic Energy of Canada Limited (AECL), head of AECL, 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 President, 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*, le Président d'Énergie atomique du Canada limitée(EACL), responsable 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.

<b>Schedule / Annexe</b>		
<b>Position / Poste</b>	<b><i>Access to Information Act and Regulations / Loi sur l'accès à l'information et Règlement</i></b>	<b><i>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et Règlement</i></b>
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, President and Chief Executive Officer of Atomic Energy of Canada Limited / Président et premier dirigeant d'Énergie atomique du Canada limitée

5/7/2018  
 Date

## 13. APPENDIX B - STATISTICAL REPORT, 2018-19


Statistical Report on the *Privacy Act*

Name of institution: Atomic Energy of Canada Limited

Reporting period: 2018-04-01 to 2019-03-31

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	2
Outstanding from previous reporting period	4
<b>Total</b>	<b>6</b>
Closed during reporting period	6
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	0	0	0	0	0	0	1
Disclosed in part	1	4	0	0	0	0	0	5
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
<b>Total</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</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	5
19(1)(f)	0	22.1	0	27	4
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	1	0	0
Disclosed in part	1	4	0
<b>Total</b>	<b>2</b>	<b>4</b>	<b>0</b>

## 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	29	29	1
Disclosed in part	5824	2632	5
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
<b>Total</b>	<b>5853</b>	<b>2661</b>	<b>6</b>

### 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	29	0	0	0	0	0	0	0	0
Disclosed in part	1	54	1	201	3	2377	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
<b>Total</b>	<b>2</b>	<b>83</b>	<b>1</b>	<b>201</b>	<b>3</b>	<b>2377</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
1	0	0	0	1

**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		\$71,607
Overtime		\$0
Goods and Services		\$11,013
• Professional services contracts	\$8,328	
• Other	\$2,685	
<b>Total</b>		<b>\$82,620</b>

**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
<b>Total</b>	<b>0.50</b>

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