

DEFENCE CONSTRUCTION CANADA

2016–2017 *PRIVACY ACT* ANNUAL REPORT

April 1, 2016, to March 31, 2017



Defence Construction Canada
Construction de Défense Canada

Canada

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REPORT ON THE *PRIVACY ACT*

INTRODUCTION

The *Privacy Act* (hereafter, the “PA”) protects the privacy of Canadian citizens and permanent residents against the unauthorized use and disclosure of personal information about themselves held by a government institution. It also provides individuals with a right of access to that information and the right to correct inaccurate personal information. In addition, the PA legislates how the government collects, stores, disposes of, uses and discloses personal information.

Section 72 of the PA requires the head of every federal government institution to submit an annual report to Parliament on the administration of this Act during the fiscal year. This annual report summarizes the management and administration of the PA within Defence Construction (1951) Limited (DCC) in 2016–17.

MANDATE OF DCC

The principal mandate of DCC, pursuant to the *Defence Production Act*, is to meet the infrastructure and environmental needs of the Department of National Defence and the Canadian Armed Forces (DND/CAF) by providing quality services. DCC’s mission is to provide timely, effective and efficient project delivery and full lifecycle support for infrastructure and environmental assets required for the defence of Canada. DCC is an agent of the Crown incorporated for the purpose of carrying out the procurement for and delivering of defence infrastructure projects. The *Defence Production Act* defines a defence contract as a contract with an agent of Her Majesty that in any way relates to defence projects or to the designing, manufacturing, producing, constructing, finishing, assembling, transporting, repairing, maintaining, servicing or storing of, or dealing in defence projects. DCC’s Letters Patent permit DCC to take on, lease, or in exchange, procure, purchase or otherwise acquire, construct, alter, renovate, add to, improve, and to hold, manage, maintain, operate, supervise, repair, heat, lease, sell, salvage, realize or otherwise dispose of real and personal property—and in particular, lands and buildings. DCC reports to Parliament through the Minister of Public Services and Procurement.

DCC’S ACCESS TO INFORMATION AND PRIVACY OFFICE

DCC’s Access to Information and Privacy (ATIP) Office is accountable for developing and implementing effective policies, guidelines, systems and procedures to ensure that DCC meets its responsibilities under the *Access to Information Act* (ATIA) and the PA.

The main activities of the ATIP Office include the following:

- monitoring compliance with relevant Acts, regulations, procedures and policies;
- processing requests under both Acts;
- developing and maintaining policies, procedures and guidelines to ensure that DCC respects the Acts;
- promoting awareness of the Acts within DCC to ensure that employees are aware of their responsibilities;

- preparing annual reports to Parliament and other statutory reports, as well as other material that Central Agencies may require;
- representing DCC in dealings with the Treasury Board of Canada Secretariat, the information and privacy commissioners, and other government departments and agencies to determine how the Acts apply to DCC; and
- helping DCC meet its commitments to ensure openness and transparency, through proactive and informal disclosure of information.

The ATIP Office has three employees: one ATIP Coordinator and two ATIP Administrators. During the 2016–17 reporting period, one of the two ATIP Administrator positions was filled in order to respond to the increase in volume of requests.

DELEGATION OF AUTHORITY

Pursuant to section 73 of the PA, the President's authority has been delegated to enable the Corporation to meet its legislated requirements. The President has delegated his powers and duties to the ATIP Coordinator.

See Appendix A for the Delegation Order.

SUMMARY AND HIGHLIGHTS OF ACTIVITIES

During the reporting period, DCC received one request under the PA which was completed within 30 days.

EDUCATION AND TRAINING

During the 2016–17 reporting period, DCC continued to present the *ATIP Statistical Report* to inform senior management of the volume of access to information and privacy requests, increase awareness of access to information and privacy issues, and help the ATIP Office fulfill its mandate.

The ATIP Office briefs DCC's five Executives monthly and 20 senior managers twice a year. Topics covered in the presentation include the following:

- annual and quarterly comparisons of ATIP requests handled and pages reviewed;
- consultation requests, by region and government institution; and
- annual ATIP requests, by source type.

Daily training was administered to the new ATIP Administrator in order to educate on DCC ATIP process and practices.

POLICIES, GUIDELINES AND PROCEDURES

DCC did not implement any new or revised ATIP policies, guidelines or procedures during the reporting period.

PRIVACY ACT STATISTICAL REPORT

SUMMARY OF REQUESTS

The table below shows the number of PA requests received and processed by DCC over the past four fiscal years:

Fiscal Year	Requests Received	Number of Pages Processed	Time of Completion
2016-17	1	28	Within 30 days
2015-16	1	4	Within 15 days
2014-15	2	5	Within 15 days
2013-14	0	0	0

A total of 28 pages were processed for this request. DCC did not carry over any privacy requests from the previous fiscal year.

DISPOSITION OF COMPLETED REQUESTS

Partial disclosure was provided in response to the one PA request completed during the reporting period. DCC provided paper copies of documents in response to this request.

COMPLETION TIME AND EXTENSIONS

The one privacy request was completed within 30 days.

EXEMPTIONS INVOKED

During the reporting period, DCC invoked one exemption under the PA, as follows:

Exemption	Number of times applied
Section 26 Exempting personal information about individuals other than the requester.	1

EXCLUSIONS INVOKED

During the reporting period, DCC did not invoke any exclusion related to the one completed PA request.

CONSULTATIONS COMPLETED

DCC did not receive any consultation requests during the reporting period.

MONITORING OF REQUESTS AND CORRECTION OF PERSONAL INFORMATION

The ATIP Administrators monitor DCC's case management system on a weekly basis to check for "red" highlights of the case file, which indicate a delay. This ensures continued compliance with PA principles.

No correction of personal information occurred during this reporting period.

PRIVACY BREACH SUMMARY

No privacy breaches occurred during the reporting period.

PRIVACY IMPACT ASSESSMENT (PIA)

DCC did not prepare any PIAs during the reporting period.

DISCLOSURES PURSUANT TO PARAGRAPH 8(2)(M)

DCC made no disclosures under paragraph 8(2)(m) of the PA during the reporting period.

TRANSLATION

There were no requests for records to be translated during the reporting period.

COSTS

DCC's costs directly associated with the administration of the PA for 2016–17 were estimated to be \$229. Most of DCC's costs were for work under the ATIA and are noted in the *2016–17 Access to Information Act Annual Report*.

COMPLAINTS AND REQUESTS FOR JUDICIAL REVIEW

DCC did not receive any complaints under the PA, nor were any requests for investigations made to DCC during the reporting period.

**APPENDIX A:
DELEGATION ORDER
– *ACCESS TO
INFORMATION ACT
AND PRIVACY ACT***



Defence Construction Canada
Construction de Défense Canada

ACCESS TO INFORMATION AND PRIVACY ACT DELEGATION ORDER

ARRÊTÉ SUR LA DÉLÉGATION EN VERTU DE LA LOI SUR L'ACCÈS À L'INFORMATION ET DE LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

The President and CEO of Defence Construction (1951) Limited, pursuant to section 73 of the *Access to Information Act* and the *Privacy Act*, hereby designates the person holding the position set out below, or the person occupying on an acting basis the position, to exercise the powers and functions of the President as the head of a government institution, under the section of the Act set out in the attached schedules. This Designation Order supersedes all previous Designation Orders.

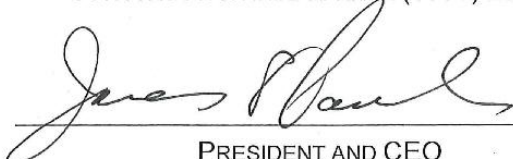
En vertu de l'article 73 de la Loi sur l'accès à l'information et la Loi sur la protection des renseignements personnels, le Président et premier dirigeant de Construction de Défense (1951) Limitée délègue au titulaire du poste mentionné ci-après, ainsi qu'à la personne occupant à titre intérimaire ledit poste, les attributions dont il est, en qualité de responsable d'une institution fédérale, investie par les articles des Loi mentionnées dans les annexes ci-jointes. Le présent décret de délégation remplace et annule tout décret antérieur.

Position / Poste	Access to Information Act and Regulations <i>Loi sur l'accès à l'information et règlements</i>	Privacy Act and Regulations <i>Loi sur la protection des renseignements personnels et règlements</i>
Director, Governance and Legal Affairs, and Corporate Secretary Directrice, Gouvernance et Affaires juridiques, et secrétaire de la Société	Schedule A Annexe A	Schedule B Annexe B

Dated, at the City of Ottawa, this 17th day of November, 2016.

Daté, en la ville d'Ottawa, ce 17^e jour de novembre 2016.

LE PRÉSIDENT ET PREMIER DIRIGEANT
CONSTRUCTION DE DÉFENSE (1951) LIMITEE


PRESIDENT AND CEO

DEFENCE CONSTRUCTION (1951) LIMITED

**SCHEDULE B - DELEGATION OF POWERS, DUTIES AND FUNCTIONS PURSUANT TO
SECTION 73 OF THE PRIVACY ACT**

**ANNEXE B - DÉLÉGATION DE POUVOIRS ET D'ATTRIBUTIONS EN VERTU DE L'ARTICLE
73 DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS**

<i>Articles</i>	<i>Privacy Law</i>	<i>Loi sur la protection des renseignements personnels</i>
8(2)(j)	Disclose personal information for research purposes	Communication à des fins de recherche
8(2)(m)	Disclosure in the public interest or in the interest of the individual	Communication dans l'intérêt public ou d'une personne
8(4)	Copies of requests under 8(2)(e) to be retained	Conservation des copies des demandes en vertu de 8(2)e)
8(5)	Notice of disclosure under 8(2)(m)	Avis le de communication en vertu de 8(2)m)
9(1)	Record of disclosures to be retained	Conservation d'un relevé des cas d'usage
9(4)	Consistent uses	Usages compatibles
10	Personal information to be included in personal information banks	Versement des renseignements personnels dans des fichiers de renseignements personnels
14	Notice where access requested	Notification lors de demande de communication
15	Extension of time limits	Prorogation du délai
17(2)(b)	Language of access	Version de la communication
17(3)(b)	Access to personal information in alternative format	Communication sur support de substitution
18(2)	Exemption (exempt bank) - Disclosure may be refused	Exception (fichiers inconsultables)- autorisation de refuser
19(1)	Exemption - Personal information obtained in confidence	Exception - renseignements obtenus à titre confidentiel
19(2)	Exemption - Where authorized to disclose	Exception - cas où la divulgation est autorisée
20	Exemption - Federal-provincial affairs	Exception - affaires fédéro-provinciales
21	Exemption - International affairs and defence	Exception - affaires internationales et défense
22	Exemption - Law enforcement and investigation	Exception - application de la loi et enquêtes
22.3	Exemption - <i>Public Servants Disclosure Protection Act</i>	Exception - <i>Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles</i>
23	Exemption - Security clearances	Exception - enquêtes de sécurité
24	Exemption - Individuals sentenced for an offence	Exception - individus condamnés pour une infraction
25	Exemption - Safety of individuals	Exception - sécurité des individus

26	Exemption – Information about another individual	Exception - renseignements concernant un autre individu
27	Exception – Solicitor-Client privilege	Exception - secret professionnel des avocats
28	Exception – Medical record	Exception - dossiers médicaux
31	Notice of intention to investigate	Avis d'enquête
33(2)	Right to make representation	Droit de présenter ses observations
35(1)	Findings and recommendations of Privacy Commissioner (complaints)	Conclusions et recommandations du Commissaire à la protection de la vie privée
35(4)	Access to be given	Communication accordée
36(3)	Report of findings and recommendations (exempt banks)	Rapport des conclusions et recommandations (fichier inconsultable)
37(3)	Report of findings and recommendations (compliance review)	Rapport des conclusions et recommandations du Commissaire (Contrôle d'application)
51(2)(b)	Special rules for hearings	Règles spéciales (auditions)
51(3)	<i>Ex parte</i> representations	Présentation d'arguments en l'absence d'une partie

Articles	Privacy Regulations	Règlements sur la protection des renseignements personnels
9	Reasonable facilities and time provided to examine personal information	Fournir des installations convenables et fixer un moment pour examiner les renseignements personnels
11(2)	Notification that correction to personal information has been made	Avis que les corrections demandées ont été effectuées
11(4)	Notification that correction to personal information has been refused	Avis que les corrections demandées ont été refusées
13(1)	Disclosure of personal information relating to physical or mental health may be made to a qualified medical practitioner or psychologist for an opinion on whether to release information to the requestor	Le cas échéant, autoriser la communication des renseignements personnels concernant son état physique ou mental à un médecin ou à un psychologue en situation légale d'exercice, afin que celui-ci puisse donner son avis quant à savoir si la prise de connaissance de ces renseignements par l'individu lui porterait préjudice.
14	Disclosure of personal information relating to physical or mental health may be made to a requestor in the presence of a qualified medical practitioner or psychologist	Le cas échéant, communiquer les renseignements personnels concernant son état physique ou mental à l'individu en la présence d'un médecin ou à un psychologue en situation légale d'exercice.

APPENDIX B:
STATISTICAL REPORT
ON THE *PRIVACY ACT*



Government
of Canada

Gouvernement
du Canada

Statistical Report on the *Privacy Act*

Name of institution: Defence Construction Canada

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

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	1
Outstanding from previous reporting period	0
Total	1
Closed during reporting period	1
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	0	1	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	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	1	0	0	0	0	0	1

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	1	0	0
Total	1	0	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	28	28	1
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
Total	28	28	1

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 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	28	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	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	28	0	0	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							
	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

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		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More than 5,000 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		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More than 5,000 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		\$229
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$229

10.2 Human Resources

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

Note: Enter values to two decimal places.