



IDRC | CRDI

International Development Research Centre
Centre de recherches pour le développement international

Annual Report to Parliament

Privacy Act

International Development Research Centre

2019-2020

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1. INTRODUCTION

The International Development Research Centre (IDRC) is pleased to table its Annual Report to Parliament on the administration of the *Privacy Act* (the *Act*) for fiscal year 2019-2020, as required under subsections 72(1) and 72(2).

PURPOSE OF THE PRIVACY ACT

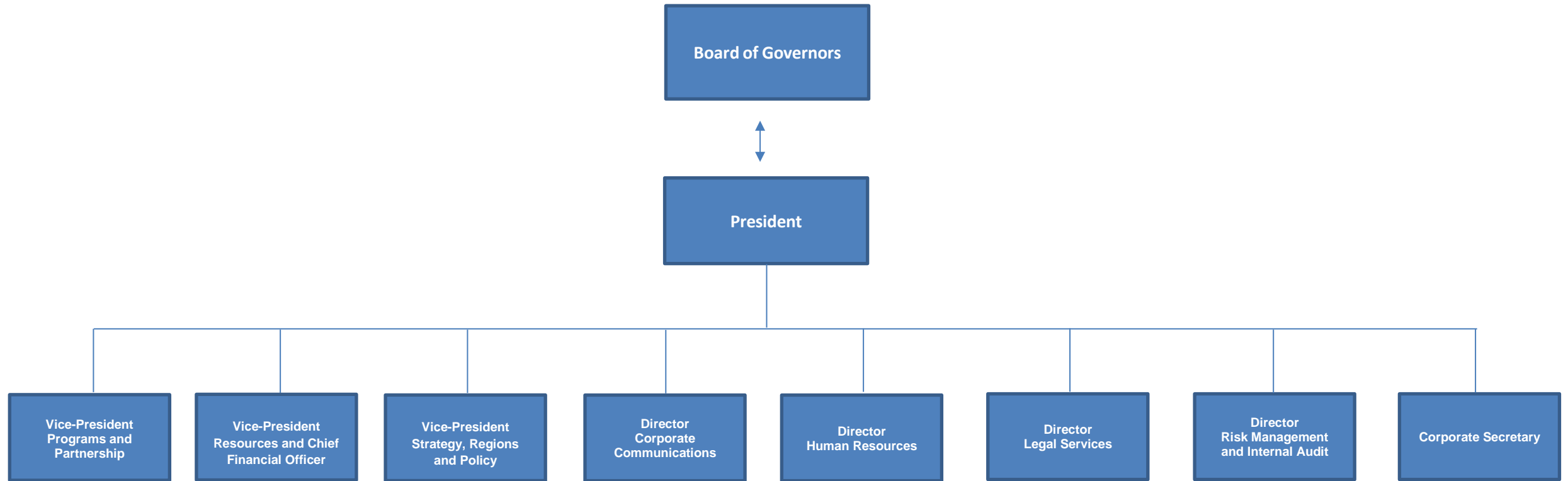
The [Privacy Act](#) (R.S.C., 1985, c. P-21) was proclaimed on July 1, 1983. It gives Canadian citizens, permanent residents, and individuals present in Canada a right to access information about them that is held by the federal government. It also protects against unauthorized disclosure of such personal information. In addition, it strictly controls how the government collects, uses, stores, discloses, and disposes of any personal information.

IDRC'S MANDATE

IDRC is a Crown corporation that was established in 1970. It is guided by a Board of Governors, appointed by the Governor-in-Council. IDRC reports to Canada's Parliament through the Minister of International Development.

The [IDRC Act](#) (R.S.C., 1985, c. 1-19) mandates IDRC, in subsection 4(1), "to initiate, encourage, support and conduct research into the problems of the developing regions of the world and into the means for applying and adapting scientific, technical and other knowledge to the economic and social advancement of those regions."

2. ORGANIZATIONAL STRUCTURE



IDRC'S STRUCTURE

During the reporting period, IDRC employed around 377 persons, located at the head office in Ottawa, and in five regional offices around the world. They are located in Montevideo, Uruguay; Nairobi, Kenya; Dakar, Senegal; Amman, Jordan; and New Delhi, India.

IDRC's President is the Chief Executive Officer and a member of the Board of Governors. The President ensures that the Centre is an integral part of Canada's foreign affairs and development efforts by investing in knowledge, innovation, and solutions to improve lives and livelihoods in the developing world. Bringing together the right partners around opportunities for impact, IDRC builds leaders for today and tomorrow and helps drive large-scale positive change for those who need it most. IDRC's programming is supported by the Centre's regional presence in West and Central Africa, East and Southern Africa; Asia; Latin America and the Caribbean; and the Middle East and North-Africa.

The Programs and Partnership Branch (PPB) leads the development and implementation of the Centre's research support work as articulated in the Board approved Strategic Plan (2015-2020). PPB program staff work closely with partners to support researchers exploring new and innovative fields of research in developing countries, to contribute new ideas, practices and policies and to strengthen networks. Led by a Vice-President, PPB focuses its programming on helping Canada meet its foreign affairs and development goals under three areas of focus: Agriculture and Environment; Inclusive Economies; and Technology and Innovation. PPB funds research under these three thematic areas supported by the Centre, aligned with the Government of Canada's priorities. The responsibility for the donor partnership function is now also integrated into Programs. Directors of Program Areas assume responsibility for partnerships, with coordination and oversight by the Vice-President, PPB.

The Strategy, Regions and Policy Branch (SRP) encompasses the Policy and Evaluation Division and the five Regional Directors. SRP provides leadership in developing and implementing the strategic planning, evaluation, learning, policy and corporate reporting functions of IDRC, and helps coordinate the work of the Centre's regional offices. Led by a Vice-President, SRP will lead and encourage strategic thinking, environmental scanning and trend analysis in order to inform IDRC's programming. It is also accountable for leading the development and implementation of key relationship management strategies designed to favorably position and profile the accomplishments, contributions, and values of IDRC at the highest levels of government and in the broader Canadian public context – with a view to ensuring that IDRC's programs continue to be well understood, regarded, and resourced.

The Resources Branch (RB) is a full partner in the work of the Centre. It provides leadership in resources management issues, delivers services while ensuring the integrity of the Centre's operations, and facilitates the achievement of Centre goals in a manner that reflects expectations of Canadians. It is led by a Vice-President who is also IDRC's Chief Financial Officer and is responsible for the management of the financial affairs of IDRC.

STRUCTURE OF THE ACCESS TO INFORMATION AND PRIVACY OFFICE

The responsibility and accountability for the development, coordination and implementation of effective policies, guidelines, systems and procedures to enable the efficient processing of requests under the *Act* rests with the Access to Information-and Privacy (ATIP) Coordinator. The ATIP Coordinator is the incumbent in the Legal Coordinator position, reporting to the Director of Legal Services, who reports to the President.

The ATIP Coordinator oversees the implementation of the *Privacy Act* within IDRC and ensures compliance with the *Act*. The Office of Legal Services provides legal advice on the *Act* and requests as needed. The ATIP Coordinator works with IDRC's Information Management and Technology Division staff to ensure that access to Centre information in all forms respects the requirements of the *Act*.

3. DELEGATION OF AUTHORITY

As indicated in the Delegation Order of 9 June 2020 (Appendix A), pursuant to section 73 of the *Privacy Act*, the President has designated the incumbent Legal Coordinator as the person designated at IDRC to exercise the powers and perform the duties and functions of the President, as the head of a government institution, under the *Act*.

4. INTERPRETATION OF THE 2019-2020 STATISTICAL REPORT

The following section explains in more detail the Statistical Report on the *Act* as provided in Appendix B.

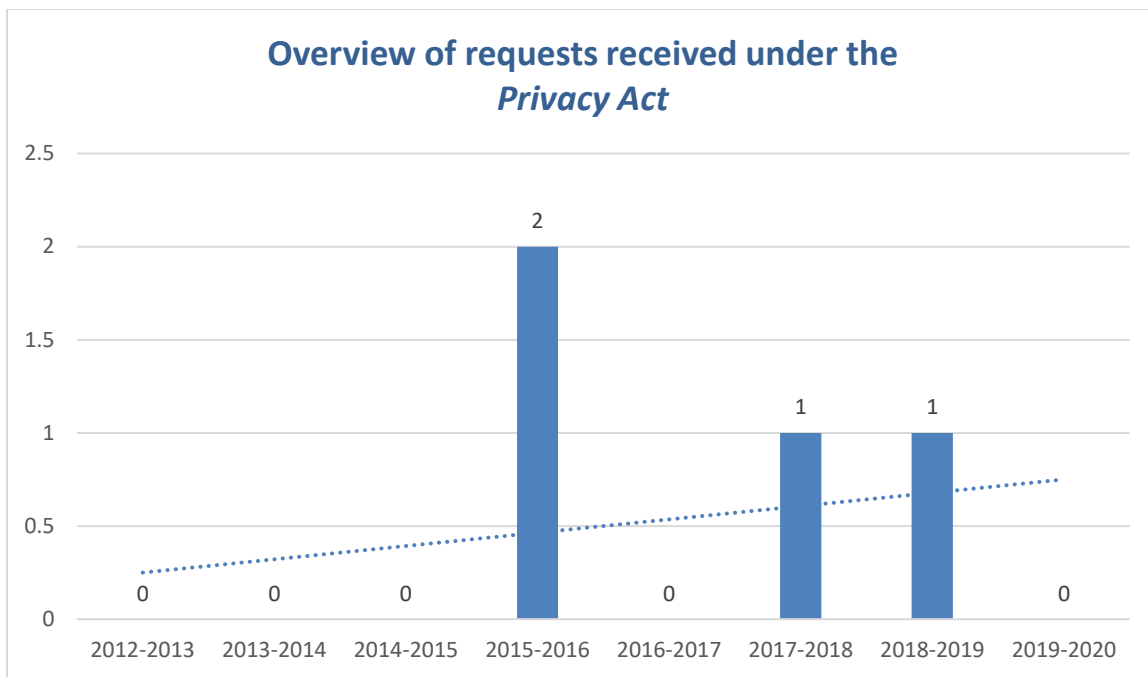
PART 1: REQUESTS UNDER THE PRIVACY ACT

1.1 Requests

Between April 1, 2019 and March 31, 2020, the Centre received zero requests for information under the *Act*.

1.2 Multi-year trend

The number of requests received in 2019-2020 is lower than in the reporting periods of 2015-2016, 2017-2018 and 2018-2019 and the same as the reporting periods of 2012-2013, 2013-2014, 2014-2015 and 2016-2017.



PART 2: REQUESTS CLOSED DURING THE REPORTING PERIOD

2.1 Disposition and completion time

No requests were processed or disclosed during the reporting period of 2019-2020.

2.2 Exemptions

No exemptions were invoked during the reporting period of 2019-2020.

2.3 Exclusions

No exclusions were applied during the reporting period of 2019-2020.

2.4 Format of information released

No requests were released during the reporting period of 2019-2020.

2.5 Complexity

No requests were processed or disclosed during the reporting period of 2019-2020.

2.6 Deemed refusals

IDRC did not have any deemed refusals for the reporting period of 2019-2020.

2.6.1 Reasons for not meeting statutory deadline

No requests were processed or disclosed during the reporting period of 2019-2020.

2.6.2 Number of days past deadline

There were no delays during the reporting period of 2019-2020.

2.7 Requests for translation

No translation was sought during the reporting period of 2019-2020.

PART 3: DISCLOSURES UNDER SUBSECTIONS 8(2) AND 8(5)

No disclosures under s 8(2) and 8(5) were processed for the reporting period of 2019-2020.

PART 4: REQUESTS FOR CORRECTION OF PERSONAL INFORMATION AND NOTATIONS

No requests for correction of personal information and notations were received for the reporting period of 2019-2020.

PART 5: EXTENSIONS

No extensions were required during the reporting period of 2019-2020.

PART 6: CONSULTATIONS RECEIVED FROM OTHER INSTITUTIONS AND ORGANIZATIONS

No consultations requests were received during this reporting period.

PART 7: COMPLETION TIME OF CONSULTATIONS ON CABINET CONFIDENCES

The Centre did not receive any requests requiring consultations on Cabinet confidences.

PART 8: RESOURCES RELATED TO THE PRIVACY ACT

Since the Centre only has one person dedicated part-time to the *Privacy Act* activities, the Centre applied the formula for salary associated with the program delivery provided in the Treasury Board ATI Business Rules and Guide 2014 to note a total cost of \$10,000.00 including the ATI function.

5. TRAINING AND AWARENESS

IDRC did not offer any tailored training activity to employees on the *Act* during the reporting period. However, as part of wider orientation and onboarding, all employees are familiarized with the *Act* and IDRC's process regarding the *Act*. Further training activities are being contemplated and developed and will be rolled out in due course.

6. INSTITUTIONAL POLICIES, GUIDELINES, AND PROCEDURES

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

7. COMPLAINTS AND INVESTIGATIONS

Since no complaints were received concerning the administration of the *Act* during the reporting period, no investigations were undertaken.

8. MONITORING COMPLIANCE

In 2019-2020, IDRC did not monitor the amount of time spent by staff in compiling and responding to requests.

9. PRIVACY BREACHES

IDRC did not have any material privacy breaches during the reporting period of 2019-2020.

10. PRIVACY IMPACT ASSESSMENT

IDRC did not initiate or complete any Privacy Impact Assessments (PIA) during the reporting period.

11. PUBLIC INTEREST DISCLOSURES

No disclosures under s 8(2)(m) were processed for the reporting period of 2019-2020.

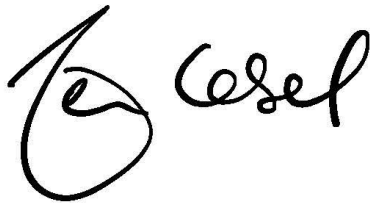
Appendix A: Privacy Act Designation Order

9 June 2020

Privacy Act, s. 73
Delegation by Position
(One Officer or Employee)

Privacy Act Delegation Order

The President of the International Development Research Centre (IDRC), pursuant to section 73 of the *Privacy Act*, hereby delegates the person holding the position of Legal Coordinator at IDRC to exercise the powers and perform the duties and functions of the President as the head of a government institution under the *Act*. The person holding the position of Legal Coordinator at IDRC shall exercise such powers and perform such duties under the supervision of the Director of Legal Services at IDRC.



Jean Lebel
President

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Appendix B: Statistical Report on the Privacy Act



Statistical Report on the *Privacy Act*

Name of institution: International Development Research Centre

Reporting period: 2019-04-01 to 2020-03-31

Part 1: Requests Under the *Privacy Act*

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

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	0	0
Disclosed in part	0	0	0
Total	0	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	0	0	0
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
Total	0	0	0

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	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	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	0	0	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							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

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

[illegible]

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 Cost

Expenditures		Amount
Salaries		\$10,000
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$10,000

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

Note: Enter values to two decimal places.