



Environment and
Climate Change Canada

Environnement et
Changement climatique Canada



2019-2020 **ANNUAL REPORT TO PARLIAMENT**

Privacy Act

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INTRODUCTION

The *Privacy Act* (R.S.C. 1985, c. P-21) came into force on July 1, 1983. The Act governs how the federal government may collect personal information, restricts the use and disclosure of this information, and gives individuals a right to review and correct their personal information. Section 72 requires every head of a federal government institution to submit a report to Parliament on the administration of the Act within their institution during the fiscal year.

This report is submitted in accordance with section 72 of the Act. It presents an overview of activities related to the *Privacy Act* carried out within Environment and Climate Change Canada during the reporting period of April 1, 2019 to March 31, 2020. Further, since the Canada Emission Reduction Incentives Agency was not operational during this reporting period, an Agency report will not be prepared for this period.

The Department of the Environment was established by the *Government Reorganization Act* (1970-71-72, c. 42) on June 10, 1971. A number of acts and regulations provide the Department with its mandate and allow it to carry out its programs. Under the *Department of the Environment Act*, the powers, duties and functions of the Minister of the Environment extend to and include matters relating to:

- the preservation and enhancement of the quality of the natural environment, including water, air and soil quality;
- renewable resources, including migratory birds and other non-domestic flora and fauna;
- water;
- meteorology;
- the enforcement of any rules or regulations made by the International Joint Commission relating to boundary waters; and
- the coordination of the policies and programs of the Government of Canada respecting the preservation and enhancement of the quality of the natural environment.

ORGANIZATIONAL STRUCTURE

As Environment and Climate Change Canada's Access to Information and Privacy Coordinator, the Director of the Access to Information and Privacy Division has delegated authority on all matters concerning Access to Information and Privacy (ATIP). The ATIP Division is part of the Corporate Secretariat, which is found within the Public and Indigenous Affairs and Ministerial Services Branch of the Department. The ATIP Division is the central coordinating body for all requests received by Environment and Climate Change Canada under the *Access to Information Act* and the *Privacy Act*.

The ATIP Division directs all activities within Environment and Climate Change Canada relating to the administration, application and promotion of the *Access to Information Act* and the *Privacy Act*. It provides advice to senior management on the implementation of the statutes and prepares reports to Parliament, the Treasury Board Secretariat and senior management. The ATIP Division represents the Department in complaints and investigations conducted by the Information Commissioner and Privacy Commissioner of Canada, and in any Federal Court applications arising from ATIP matters.

As of March 31, 2020, the ATIP Division was comprised of 13 officers. The Division is organized in two teams each led by a manager who reports to the ATIP Director. The ATIP Division team consists of two team leaders, a senior advisor, four advisors, two intake officers and a clerical assistant. In order to help meet the increase in volume and complexity of requests, the Division also engaged the support of two consultants during the reporting period.

CAPACITY DEVELOPMENT

Environment and Climate Change Canada remains committed to recruiting, training and maintaining a workforce that possesses specialized skills and that will continue to provide the best possible service to both internal and external clients.

During the reporting period, Environment and Climate Change Canada completed several staffing actions. This included the appointment of a new Manager of ATIP Policy and Governance at the PM-06 level. A selection process to fill PM-04 senior advisor positions was still ongoing at the end of the reporting period.

Environment and Climate Change Canada continues to focus on developing capacity through its ATIP Professional Development Program. The program aims to train employees over a period of three to five years through a combination of competency-based training, professional development training and work assignments. Candidates enter the program at the PM-01 or PM-02 level and graduate as Senior ATIP Advisors at the PM-04 level. The program enables the ATIP Division to better manage increasing workloads while facilitating succession planning through the transfer of corporate memory and encourages staff to remain with the Department for a longer period of time. During the reporting period, three participants in the ATIP Professional Development Program were promoted to the next level and one new participant joined the program.

DELEGATION OF AUTHORITY

Decision-making responsibility for the application of the various provisions of the *Access to Information Act* has been formally established and is outlined in the departmental Delegation of Authority Instrument. The current Designation Order was approved by the Honourable Catherine McKenna, Minister of Environment and Climate Change, in January 2017. A copy of the designation order pertaining to the *Access to Information Act* can be found in Appendix B of this report.

This delegation order instrument provides full delegated authority under the Acts to the Deputy Minister, the Associate Deputy Minister, the Director General of the Corporate Secretariat, and the Director of the ATIP Division.

INTERPRETATION OF THE STATISTICAL REPORT

Environment and Climate Change Canada's Statistical Report on the *Privacy Act* is included in Appendix A of this report.

Between April 1, 2019 and March 31, 2020, Environment and Climate Change Canada received 109 requests under the *Privacy Act*. There were also 11 requests carried forward from the 2018–2019 reporting period, for a total of 120 active requests. In 2019–2020, a total of 96 requests were completed. Twenty-four (24) requests were carried forward to the next reporting period.

TRENDS

Environment and Climate Change Canada received 47 more requests under the *Privacy Act* in 2019–2020 than in the previous fiscal year; this represents an increase of 75% in the number of privacy requests received. Environment and Climate Change Canada continued to note a trend in which privacy requests received this year were largely related to active labor relations and staffing matters. In some cases, it appears that the requests are filed to supplement existing processes/recourse mechanisms.

The number of requests under the *Privacy Act* **received** by Environment and Climate Change Canada from 2015-2016 to 2019-2020 is found in figure 1.

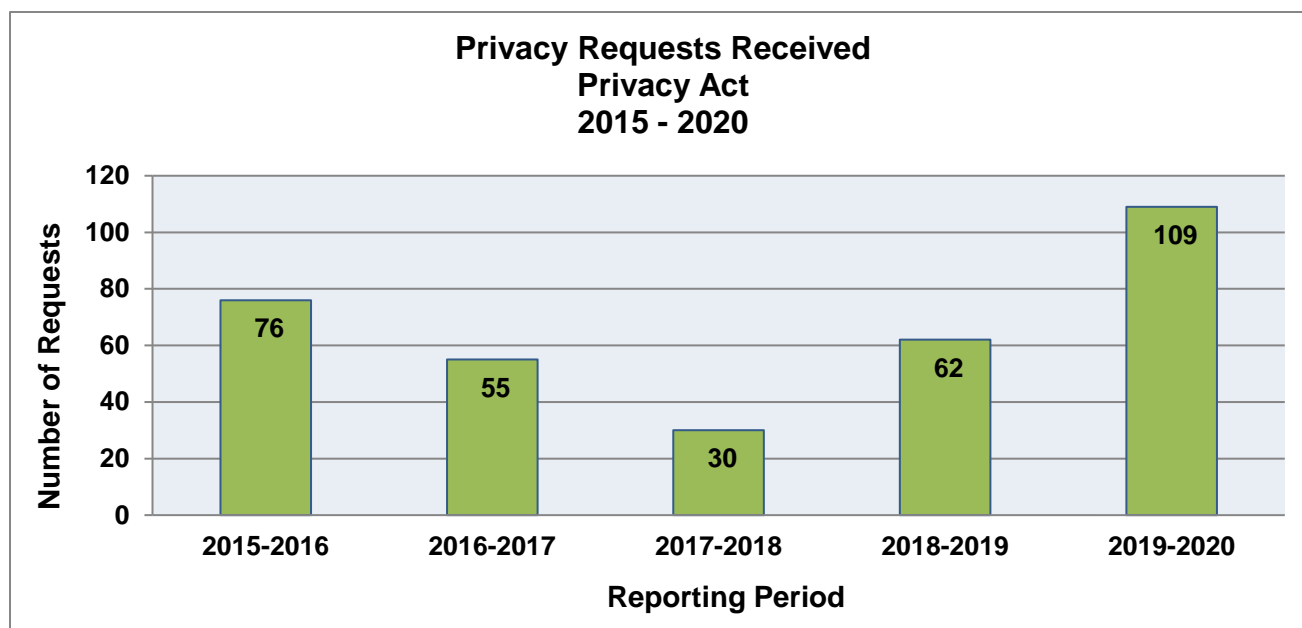


Figure 1

Environment and Climate Change Canada completed 96 requests under the *Privacy Act* in 2019-2020. Figure 2 displays the number of requests under the *Privacy Act* completed by Environment and Climate Change Canada from 2015-2016 to 2019-2020. Overall, 84 of the privacy requests completed this fiscal year were closed within the legislative timelines. This represents a 88% compliance rate.

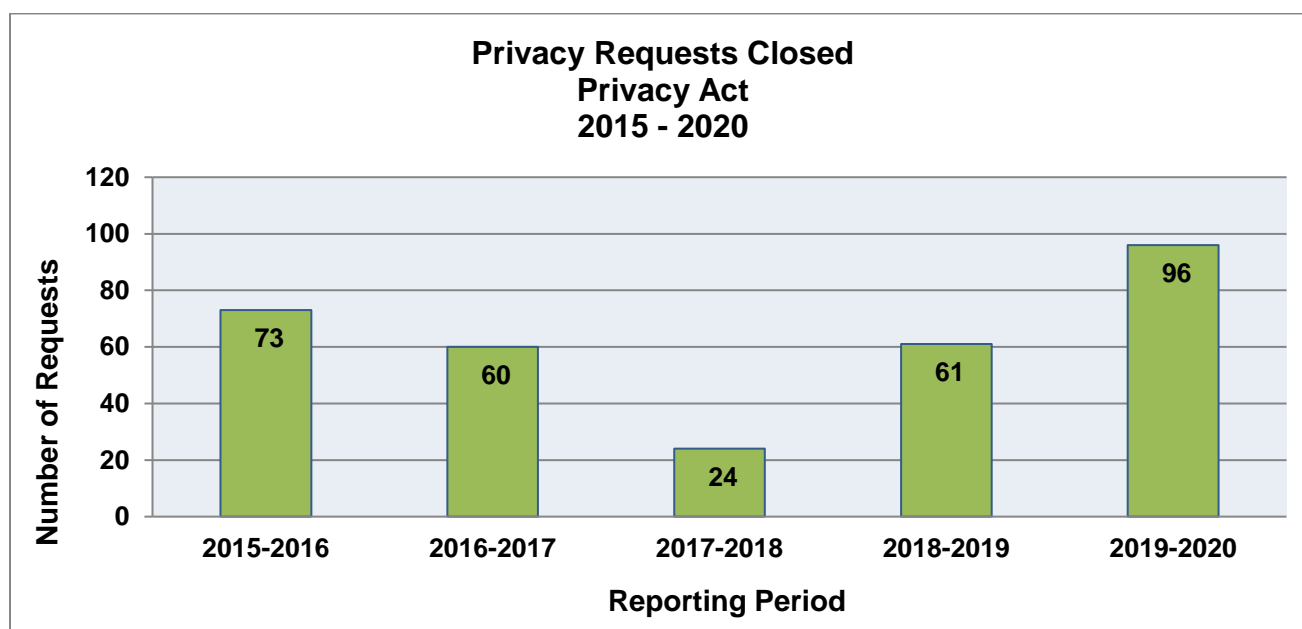


Figure 2

Figure 3 shows the number of pages **processed** by the ATIP Division in processing requests under the *Privacy Act* from 2015–2016 to 2019–2020.

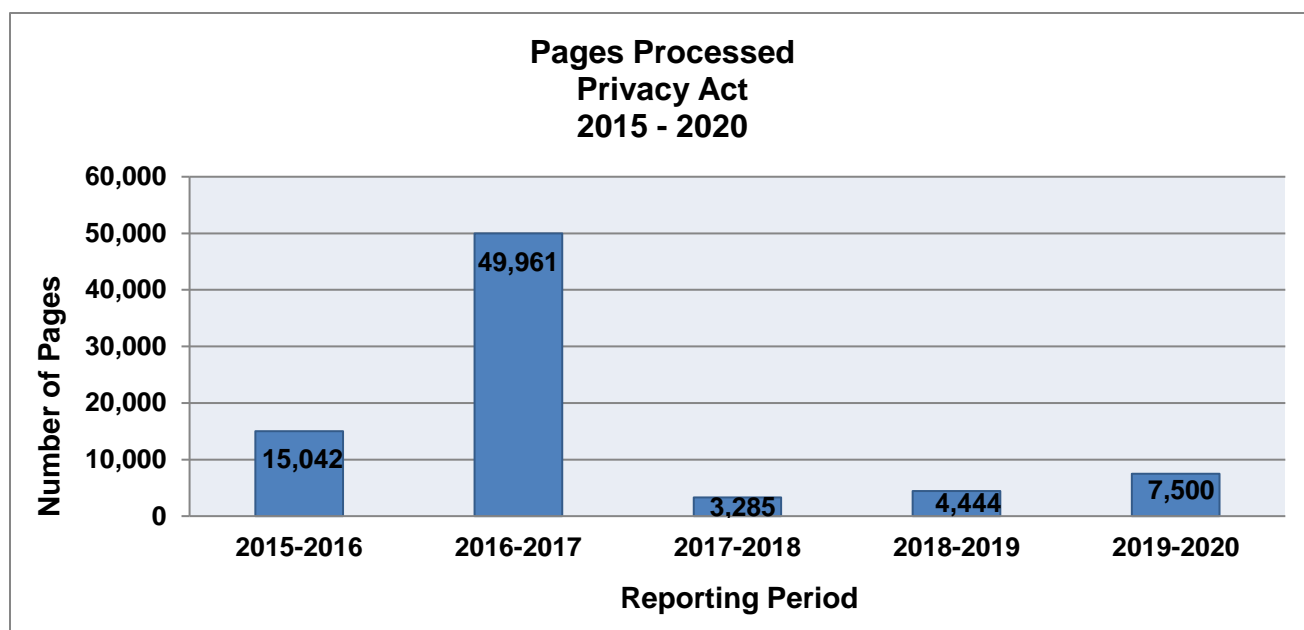


Figure 3

In the 2019–2020 reporting period, a total of 7,500 pages of records were retrieved and reviewed in response to privacy requests. This represents an increase of 68% over the 2018–2019 fiscal year.

The number of pages **disclosed** by the ATIP Division in processing requests under the *Privacy Act* from 2015–2016 to 2019–2020 is found in figure 4.

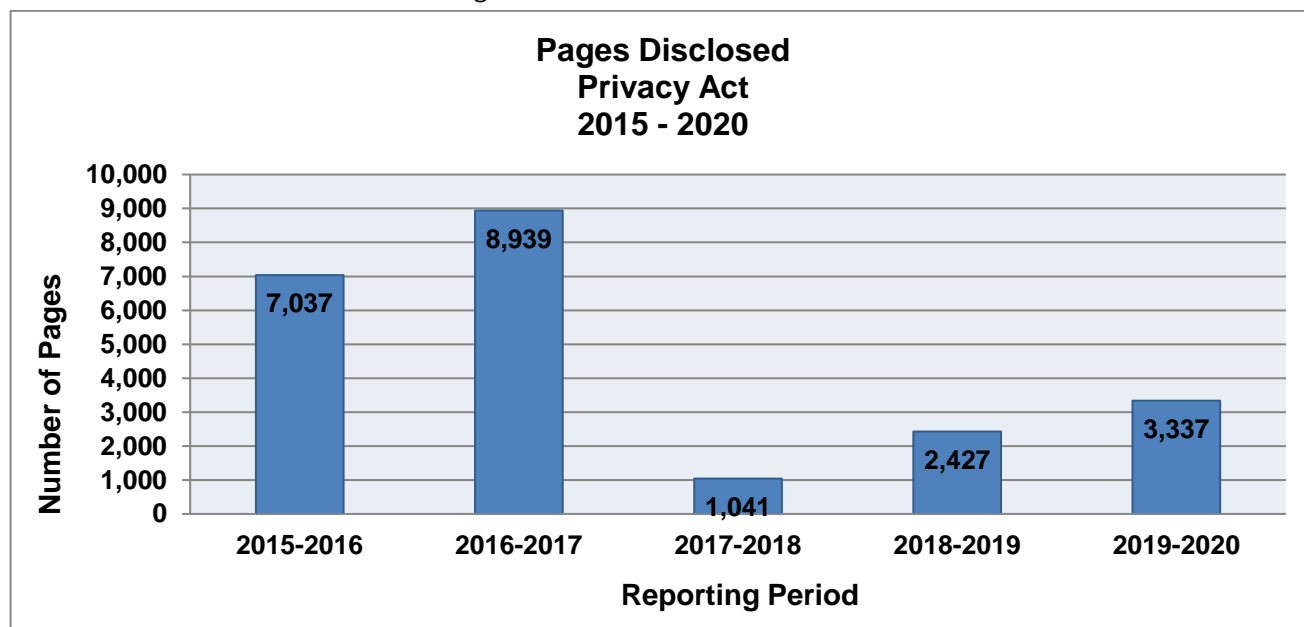


Figure 4

CORRECTIONS

Paragraph 12(2)(a) of the *Privacy Act* gives individuals a right to request a correction of personal information about them held by the federal government.

No corrections were requested or made in the 2019–2020 reporting period.

DISCLOSURE UNDER SUBSECTION 8(2)

Paragraphs 8(2)(e), (f), (g), and (m) of the *Privacy Act* permit the disclosure of personal information to various investigative/regulatory bodies or to Members of Parliament, or if disclosure is in the public interest.

No disclosures under subsection 8(2), including under paragraph 8(2)(m), were completed in the 2019–2020 reporting period.

CONSULTATIONS

In 2019–2020, Environment and Climate Change Canada received one (1) privacy consultation from another government institution. The consultation, which consisted of 67 pages, was closed during the reporting period. The ATIP Division received 17 new internal consultations from labour relations to review investigation reports. Sixteen (16) internal consultations were completed during the 2019–2020 reporting period.

COSTS

In 2019–2020, the total cost of administering the *Privacy Act* was \$141,007. This included \$127,927 for salaries and \$13,080 for goods and services.

TRAINING ACTIVITIES

The ATIP Division provides daily advice to departmental officials on the processing of ATIP requests as well as the interpretation of the Acts to ensure the efficient and consistent processing of all requests received by the Department.

The ATIP Division continued its formal training and development activities in the 2019–2020 reporting period. Thirty-nine (39) information and training sessions were held, attended by over 435 Environment and Climate Change Canada employees. The sessions included an overview of the *Access to Information Act* and the *Privacy Act* as well as a description of internal procedures and associated deadlines for responding to requests.

IMPACT OF COVID-19 MEASURES

The exceptional measures put in place to curb the spread of the novel coronavirus (COVID-19) and protect the health and safety of Canadians necessitated significant changes to the operations of Environment and Climate Change Canada's ATIP Division. On March 13, 2020, the Department activated its departmental Business Continuity Management Pandemic Response Plan.

ATIP personnel began teleworking with limited network access on March 16, 2020. As a result of these measures, the ATIP Division was limited to processing requests with documents classified Protected B or lower and that were in digital format. The functional program areas within ECCC also had limited capacity to search and retrieve records, undertake a review and submit large volumes of records to the ATIP Division. As a result, the Department's ability to meet the legislated timelines under the *Access to Information Act* and *Privacy Act* was impacted.

POLICIES, GUIDELINES, PROCEDURES AND REPORTING

POLICY FRAMEWORK

Environment and Climate Change Canada's privacy policy framework was approved in November 2012. No changes were brought to the privacy policy framework in 2019-2020.

REPORTING

The ATIP Division regularly monitors the timeliness and trends associated with the processing of requests through ongoing communication with branch and directorate liaison contacts. This includes providing performance reports on the status of branch retrievals to branch head offices on a regular basis. ATIP updates are also provided to Environment and Climate Change Canada's Executive Management Committee.

PUBLICLY ACCESSIBLE INFORMATION AND INQUIRY POINTS

Info Source is a series of publications containing information on the Government of Canada and on the Government's data collection activities. Info Source is intended to help the public access government information and to exercise their rights under the *Privacy Act* and *Access to Information Act*.

The ATIP Division is responsible for providing updates on Environment and Climate Change Canada's activities and information holdings for publication in Info Source, which is published on the Department's website. In 2019-2020, Environment and Climate Change Canada's Info Source Chapter was updated and aligned to the Departmental Result Framework

Environment and Climate Change Canada's comprehensive website provides information on the Department's policies, its organizational structure and the means to contact departmental officials. In accordance with the federal government's policy of proactive disclosure, the Department's website also allows access to internal evaluations and audits, as well as information on hospitality expenses, contracts and grants.

Environment and Climate Change Canada's website also has an access to information and privacy webpage that provides background information on both the *Access to Information Act* and the *Privacy Act*. It also contains a Frequently Asked Questions section and links to access to information request forms, personal information request forms and summaries of completed access to information requests.

In order to facilitate public access to information and to comply with the Act, the Environment and Climate Change Canada Library has been designated a public reading room. The library is located on the 1st floor of the Place Vincent Massey Annex, 351 St. Joseph Boulevard, Gatineau, Quebec.

ONLINE REQUEST SERVICE

Environment and Climate Change Canada has participated in the Treasury Board Secretariat Online Request Service Pilot Project since April 2014. This initiative makes the process of requesting government records simpler and more convenient by enabling Canadians to submit their ATIP requests and application fees online. In June 2019, the Department successfully migrated to the new Treasury Board Secretariat Online Request Service

Environment and Climate Change Canada received 55 privacy requests online during the 2019-2020 reporting period. This represents 50% of the total number of privacy requests received by the Department.

DATA SHARING ACTIVITIES

The Department did not undertake any new internal or external data sharing activities in 2019–2020.

EXEMPT PERSONAL INFORMATION BANKS

Environment and Climate Change Canada has no exempt Personal Information Banks.

PRIVACY IMPACT ASSESSMENTS

To fulfill its mandate, some of Environment and Climate Change Canada's responsibilities require the collection, use and disclosure of personal information. As a trusted custodian of this information, the Department uses Privacy Impact Assessments (PIAs), in accordance with Treasury Board policy, as a risk management tool. Environment and Climate Change Canada completed a Privacy Impact Assessment for an Enforcement Central Intelligence System. The Privacy Impact assessment was submitted to the Office of the Privacy Commissioner and the Treasury Board Secretariat in August 2019.

MATERIAL PRIVACY BREACHES

During the 2019-2020 fiscal year, Environment and Climate Change Canada had three (3) material privacy breaches. Two of these breaches involved the posting of personal information to non-governmental cloud storage services and the third breach involved the storage of personal information on a shared drive. As a result, a security awareness campaign was undertaken within the Department and additional Privacy and Security training was given to departmental employees.

COMPLAINTS, AUDITS, INVESTIGATIONS AND APPEALS

Applicants have the right to register a complaint with the Privacy Commissioner of Canada regarding any matter relating to the processing of a request.

During the 2019–2020 reporting period, there were two complaints filed against Environment and Climate Change Canada with the Office of the Privacy Commissioner (OPC). Both complaints related to delays in providing a response. One these complaints was closed in 2019-2020.

Table 1 provides a breakdown of the reasons and results of the complaints that were completed in 2019-2020.

Table 1

Reason for Complaint	Number of Decisions	Results of Investigations					
		Well founded	Not well founded	Resolved	Early resolution	Settled during investigation	Discontinued
Delay	1	0	0	1	0	0	0
Exemption	0	0	0	0	0	0	0
Total	1	0	0	1	0	0	0

EXPLANATION OF THE RESULTS OF INVESTIGATIONS

- **Well founded:** The government institution failed to respect the *Privacy Act* rights of an individual.
- **Not well founded:** The investigation uncovered no or insufficient evidence to conclude that the government institution violated the complainant's rights under the *Privacy Act*.
- **Resolved:** After a thorough investigation, the OPC helped negotiate a solution that satisfied all parties.
- **Early resolution:** Applied to situations in which the issue is dealt with before a formal investigation is undertaken.
- **Settled during the course of investigation:** The OPC helped negotiate a solution that satisfied all parties during the investigation, but did not issue a finding.
- **Discontinued:** The investigation was terminated before all the allegations were fully investigated.

There is one outstanding complaint.

The Department reviews the outcomes of all of the Privacy Commissioner investigations and where appropriate, incorporates lessons learned into business processes.

There were no recommendations raised by other Agents of Parliament during the reporting period.

APPLICATION/APPEALS TO THE FEDERAL COURT OR FEDERAL COURT OF APPEAL

There were no applications or appeals to the Federal Court or Federal Court of Appeal under the *Privacy Act* during the 2019–2020 reporting period.

APPENDIX A: STATISTICAL REPORT



Statistical Report on the *Privacy Act*

Name of institution: Environment and Climate Change Canada

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

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests

	Number of Requests
Received during reporting period	109
Outstanding from previous reporting period	11
Total	120
Closed during reporting period	96
Carried over to next reporting period	24

Section 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	1	2	0	0	4
Disclosed in part	1	3	13	3	2	3	1	26
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	9	1	0	0	0	0	10
Request abandoned	51	2	0	1	0	0	0	54
Neither confirmed nor denied	0	0	2	0	0	0	0	2
Total	52	14	17	5	4	3	1	96

TBS/SCT 350-63

Canada

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)	1	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	2
19(1)(e)	0	22(2)	0	26	24
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	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

Paper	Electronic	Other
16	14	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
7500	3337	86

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	4	70	0	0	0	0	0	0	0	0
Disclosed in part	12	306	12	1759	0	0	2	1202	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	54	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	2	0	0	0	0	0	0	0	0	0
Total	72	376	12	1759	0	0	2	1202	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	4	0	4
Disclosed in part	0	0	20	0	20
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	49	0	49
Neither confirmed nor denied	0	0	2	0	2
Total	0	0	75	0	75

2.6 Closed requests

2.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	84
Percentage of requests closed within legislated timelines (%)	87.5

2.7 Deemed refusals

2.7.1 Reasons for not meeting legislated timelines

Number of Requests Closed Past the Legislated Timelines	Principal Reason			
	Interference with Operations / Workload	External Consultation	Internal Consultation	Other
12	8	0	1	3

2.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of Days Past Legislated Timelines	Number of Requests Past Legislated Timeline Where No Extension Was Taken	Number of Requests Past Legislated Timelines Where an Extension Was Taken	Total
1 to 15 days	0	1	1
16 to 30 days	0	3	3
31 to 60 days	0	0	0
61 to 120 days	0	4	4
121 to 180 days	0	2	2
181 to 365 days	0	2	2
More than 365 days	0	0	0
Total	0	12	12

2.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Section 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

Section 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

Section 5: Extensions

5.1 Reasons for extensions and disposition of requests

Number of requests where an extension was taken	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External	Internal	
26	2	12	11	0	0	1	0	0

5.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External	Internal	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	2	12	11	0	0	1	0	0
31 days or greater								0
Total	2	12	11	0	0	1	0	0

Section 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	1	67	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	1	67	0	0
Closed during the reporting period	1	67	0	0
Carried over to the next 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	1	0	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
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	1	0	0	0	0	0	0	1

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

Section 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

Section 8: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
2	2	1	0	5

Section 9: Privacy Impact Assessments (PIA) and Personal Information Banks (PIB)**9.1 Privacy Impact Assessments**

Number of PIA(s) completed	1
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9.2 Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
	63	0	0	0

Section 10: Material Privacy Breaches

Number of material privacy breaches reported to TBS	3
Number of material privacy breaches reported to OPC	3

Section 11: Resources Related to the *Privacy Act***11.1 Costs**

Expenditures		Amount
Salaries		\$127,927
Overtime		\$0
Goods and Services		\$13,080
• Professional services contracts	\$0	
• Other	\$13,080	
Total		\$141,007

11.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	1.50
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	1.50

Note: Enter values to two decimal places.

Supplemental Statistical Report on the *Privacy Act*

The following table reports the total number of formal requests received during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 4 – Requests Received

Column (Col.) 1

		Number of requests
Row 1	Received from 2019-04-01 to 2020-03-13	108
Row 2	Received from 2020-03-14 to 2020-03-31	1
Row 3	Total ¹	109

¹ – Total for Row 3 should equal the total in the Privacy Statistical Report Section 1.1

Row 1

The following table reports the total number of requests closed within the legislated timelines and the number of closed requests that were deemed refusals during two periods 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 5 – Requests Closed

Col. 1

Col. 2

		Number of requests closed within the legislated timelines	Number of requests closed past the legislated timelines
Row 1	Received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting periods	83	11
Row 2	Received from 2020-03-14 to 2020-03-31	1	1
Row 3	Total ²	84	12

² – Total for Row 3 Col. 1 should equal the total in the Privacy Statistical Report Section 2.6.1 Row

1 -- Total for Row 3 Col. 2 should equal the total in the Privacy Statistical Report Section 2.7.1. Col.

1 Row 1

The following table reports the total number of requests carried over during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 6– Requests Carried Over

		Col. 1
		Number of requests
Row 1	Requests from 2019-04-01 to 2020-03-13 and outstanding from previous reporting period that were carried over to the 2020-2021 reporting period	24
Row 2	Requests from 2020-03-14 to 2020-03-31 that were carried over to the 2020-2021 reporting period	1
Row 3	Total ³	25

³ – Total for Row 3 should equal the total in the Privacy Statistical Report Section 1.1 Row 5

APPENDIX B: DESIGNATION ORDER INSTRUMENT



Environment and
Climate Change Canada

Environnement et
Changement climatique Canada

Access to Information and Privacy Designation Order

The Minister of the Environment, pursuant to section 73 of the *Access to Information Act* and section 73 of 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, duties and functions of the Minister of the Environment as the head of Environment and Climate Change Canada, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

Schedule		
Position	<i>Access to Information Act</i> and Regulations	<i>Privacy Act</i> and Regulations
Deputy Minister of Environment	Full authority	Full authority
Associate Deputy Minister of Environment	Full authority	Full authority
Director General, Corporate Secretariat	Full authority	Full authority
Director, Access to Information and Privacy	Full authority	Full authority
Manager, Access to Information and Privacy	Full authority	Full authority
Team Leader, Access to Information and Privacy	7(a), 8, 9, 11	15

JAN 11 2017

Dated, at the City of Gatineau, Quebec, this day of , 2017

Catherine McKenra
Minister of Environment and Climate Change Canada

Canada